1600 33rd Street, Unit 102
Orlando, Florida 32839
T. 407.872.2223 F.
407.872.8644
Email: info@gobencs.com

Exhibitor Service Manual

AAMGA 89th Annual Meeting

Trade & Vendor Show

May 17-20, 2015

Gaylord National Resort & Convention Center

National Harbor, MD

1600 33rd Street, Unit 102
Orlando, Florida 32839
T. 407.872.2223 F.
407.872.8644
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exhibitor compass

EXHIBITOR MOVE IN		
Day	Date	Time
Sunday	May 17, 2015	12pm – 4pm

EXHIBITOR HOURS		
Day	Date	Time
Monday	May 18, 2015	8am – 5pm

EXHIBIT MOVE OUT		
Day	Date	Time
Monday	May 18, 2015	5pm – 8pm

DISMANTLE | CARRIER CHECK-IN

To ensure that all exhibitor materials are removed from the exhibit facility by the exhibitor move-out deadline, please have your carriers check in by:

Day	Date	Time
Monday	May 18, 2015	7pm

RE-ROUTE TIME

If your carrier has not checked in your freight will be re-routed with the show carrier at:

Day	Date	Time
Monday	May 18, 2015	7:01pm

DISMANTLE | MOVE OUT DEADLINE

All exhibitor materials must be removed from the exhibit facility by:

Day	Date	Time
Monday	May 18, 2015	8pm

See Carrier Check-in time above to ensure that you plan according to the dismantle/move out deadline.

IMPORTANT INFORMATION

Schedules listed above are subject to change by show management. Should any freight/materials be left at the exhibit venue after the Dismantle & Move Out Deadline, Goben Convention Services reserves the right to re-route all freight/materials via the preferred carrier of Goben Convention Services. Any and all shipping and handling charges by the preferred carrier of Goben Convention Services will be billed and paid by the exhibitor. Goben Convention Services is not responsible for those shipping charges for freight/materials left after the Move Out Deadline.

BOOTH INFORMATION

Standard Booth Size – 10' x 10' – Pipe & Drape –

Back Wall	Gray & White
Side walls	Gray
Table Skirt	White
Booth & Aisle Carpet	Gray

Included Booth Package Equipment	Quantity
6' x 30" skirted table in white	1
Padded side chairs	2
Wastebasket	1
booth identification sign	1
Booth Carpet - Gray	included
Wi-Fi	included

There are no substitutions with included booth package equipment Your preferred alternatives may be ordered through the exhibitor manual.

*Wastebasket with liner does not include porter service/cleaning, Porter service/cleaning may be ordered through the exhibitor manual.

IMPORTANT DATES	
	Mark your Calendar
Shipments can start arriving at Advance Warehouse	April 13, 2015
Discount deadline orders received with confirmed payment.	May 1, 2015
Last Day for Shipment to arrive at warehouse w/o surcharge	May 8, 2015
Last day for shipments to arrive at warehouse	May 15, 2015
Shipments can start arriving at Show Site	***STRICTLY ENFORCED! May 17, 2015***

VENUE INFORMATION

Gaylord National Resort & Convention Center
201 Waterfront Street
National Harbor, MD 20745
301-965-4000 main phone

1600 33rd Street, Unit 102
Orlando, Florida 32839
T. 407.872.2223 F. 407.872.8644
Email: info@gobencs.com

service contractor information & contacts

QUICK CONTACTS

REGISTRATION – BOOTH ASSIGNMENT
Chelsea Lenhart | AAMGA
T. 610-992-0022
Email: chelsea@aamga.org

SHIPPING – STORAGE – FURNITURE - PLANTS SIGNS – LABOR – CARPET – CLEANING
Stephanie Placeres | Goben Convention Services
T. 407-872-2223 | F. 407-872-8644
Email: stephanie@gobencs.com

CUSTOM FURNITURE
Stephanie Placeres | Goben Convention Services
T. 407-872-2223 | F. 407-872-8644
Email: stephanie@gobencs.com

AUDIO VISUAL
Stephanie Placeres | Goben Convention Services
T. 407-872-2223 | F. 407-872-8644
Email: stephanie@gobencs.com

UPS Freight
Preferred Show Carrier
Customer Service Trade Show Dept.
T. 800-988-9889

NETWORK – Internet & Phone
Information Technology Dept | Gaylord National Resort
F. 301-965-2598
Email: Aaron.Harley@Gaylordhotels.com

ELECTRICAL
Electrical Services | Gaylord National Resort
T. 301-965-3710| F. 301-965-3797
Email: GNExhibits@gaylordhotels.com

SHIPPING INFORMATION

ADVANCE WAREHOUSE ADDRESS
Shipping Address & Preferred Label Format
Exhibiting Company Name
Exhibiting Booth #
AAMGA 89th Annual Meeting
Goben Convention Services
c/o UPS Freight
2400 Beaver Rd
Landover, MD 20785

Warehouse materials are accepted at the warehouse
Monday – Friday | 8:30am – 4:00pm
Goben Convention Services will start accepting crates, boxes and skidded materials beginning:
April 13 – May 15, 2015

SHOW SITE ADDRESS
Shipping Address & Preferred Label Format
Exhibiting Company Name
Exhibiting Booth #
AAMGA 89th Annual Meeting
C/O Goben Convention Services
Gaylord National Resort & Convention Center
201 Waterfront Street
National Harbor, MD 20745

Shipments arriving before this date and time may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the exhibitor.
Goben Convention Services will start accepting crates, boxes and skidded materials beginning:
May 17, 2015
Starting at 8am
STRICTLY ENFORCED!
PLEASE DO NOT SEND FREIGHT TO THE CONVENTION CENTER PRIOR TO MAY 17th. IF YOUR FREIGHT ARRIVES BEFORE THIS DATE THERE IS A CHANCE IT MAY BE REFUSED. THE CONVENTION CENTER DOES NOT HAVE THE STORAGE OR MANPOWER TO HANDLE TRADE SHOW FREIGHT. IF THE CONVENTION CENTER DOES ACCEPT YOUR FREIGHT THEN YOU WILL BE CHARGED A HANDLING FEE BY THE CONVENTION CENTER AND THEN BY GOBEN CS. PLEASE SEE "MATERIAL HANDLING" ON NEXT PAGE.

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general information

Material Handling

Goben Convention Services has been contracted to handle this event which includes all drayage whether it is received at the warehouse or the show site. As the "**EXCLUSIVE**" material handling contractor we will handle **ALL** freight shipments in and out of the ballroom.

Warehouse receiving hours are 8:30am – 4:00pm, Monday – Friday.
You may start sending freight to the advance warehouse 30 days prior to the start of show at no additional charge.

Drayage is defined as the delivery of freight from the advanced warehouse, loading dock or hotel storage room to your booth space and from the booth space to the loading dock at the close of the show.

Please note if you send freight to the show venue before the published date listed in this exhibitor manual your freight will either be **REFUSED** or you will be charged handling & storage fees from the hotel. The freight will then be turned over to Goben CS for delivery to the exhibit hall and you will **ALSO** be charged material handling fees, **even if you are a guest of the hotel.**

Please note: Mislabeled packages have the potential of being refused at show site. Please remember to include OTA Conference c/o Goben CS on all packages AND remove all old labels from packaging.

Preferred Freight Carrier

Listed below is the information for the official freight carrier of Goben Convention Services.

UPS Freight℠
CONVENIENT 24 HOUR TRACKING

800.988.9889
www.UPSFreight.com
UPS FORM LOCATED AT THE BACK OF THIS MANUAL
MENTION SHOW NAME FOR DISCOUNTED SHOW RATES

International Shipments

Should your display require clearance by a United States Customs Office you must make arrangements with a custom broker. Goben Convention Services cannot clear the shipment on behalf of the shipper.

Equipment Use

Goben Convention Services does not lend out any equipment to exhibitors. If you require help for the setup of your booth, you must fill out the provided labor forms included in this service kit. Please note that request for labor services on show-site is not guaranteed. If you require assistance bringing items to your booth, please note that you are subject to material handling fees and labor charges at the current prevailing cost.

Labor

Labor is for installation & dismantling of displays, Please refer to the Labor forms included in this manual to order services. TIP: Order early and in advance to guarantee labor services. Exhibitors may setup and dismantle their own displays provided they use their own company employees to do so.

Exhibitor Appointed Contractors

If you are utilizing an outside contractor, Goben Convention Services must be informed two weeks prior to setup. A valid "certificate of insurance" must be submitted to Goben Convention Services by the date illustrated on the Exhibitor Appointed Contractor Notification form included in the exhibitor service kit. Notifications received after the date may not receive approval. Failure to provide Goben Convention Services a certificate of insurance will result in labor hire from the Goben Convention Services staff. The non-official contractor will be able to provide supervision only. Exhibitor Appointed Contractors who subcontract for services other than general contracting are also considered non-official contractors and must follow set procedures; this includes florists, audio visual and computer rental firms.

Security

Exhibitors are responsible for safeguarding their goods, materials, equipment and exhibits at all times. Goben Convention Services is not responsible for any unattended items left in the tradeshow facility or assigned booths.

Safety

Standing on chairs, tables or any rental furnishings is prohibited. Goben Convention Services is not responsible for injuries or falls caused by improper use of furnishings. Should a folding chair not accommodate you, please advise us and we will substitute that chair with a current in-stock side chair upon availability.

If assistance is required in the installation/dismantle of your booth, please order labor using the enclosed labor form and the necessary ladders, and tools that need to be provided.

Acceptance of General Information

By signing off on any services/order provided by Goben Convention services automatically indicates that you, the client/exhibitor, are in acceptance and agreement of our general information section. Any questions about the general information section for Goben Convention Services, please contact us at 407.872.2223 or at info@gobencs.com.

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payment terms & conditions

Payments

Goben CS requires that you provide a credit Card Authorization with your initial order. For your convenience we will use this authorization to charge your account for services, which may not have been covered by your initial order. Purchase Orders are not considered payment.
All orders received without the method of payment form will be charged standard rates.
For the convenience of all, we ask that all disputes be questioned prior to show close via calling the office or visiting the on-site service desk for billing questions and concerns. If an exhibitor fails to pay their invoice prior to close of show, the charges will automatically be applied to the credit card on file.

Method of Payment

We accept Master card, Visa, American Express & checks (US Bank)

Fees

A $30.00 charge will apply for charges associated with the following:
~ Insufficient Funds
~ Charge back fees on credit cards
This fee will be added to your final invoice.

Wire Transfers

If you are using wire-transfers for payment, please add an additional amount of $30.00 to the wired amount. This $30.00 is a processing fee for the wire transfer assessed by Goben Convention Services. Please contact 407.872.2223 for wire transfer information.

International Exhibitors

We require 100% payment of advance and standard orders. Any orders or services placed with Goben Convention Services on show site, those services must be paid in full. Payment must be made via check in United States fund drawn from a United States Bank.

Should your display require clearance by a United States Customs Office you must make arrangements with a custom broker. Goben Convention Services cannot clear the shipment on behalf of the shipper.

Cancellations

Orders cancelled after the discount deadline date will be charged 50% cancellation charge.
Orders cancelled after decorator move-in begins are subject to a 100% cancellation charge.
A one-hour "per person" charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time.

Miscellaneous

Rental Items not ordered but found in the booth space will be invoiced at "standard" rates.

Tax Exemption Status

If you claim tax exempt status, you must provide us with a copy of your tax Exempt Certificate issued by a federal government or state in which the event is taking place, simultaneously with the placement of your initial order, otherwise tax will appear on your invoice.

Tax Rate

All rental items are subject to applicable taxes.
Tax rate for National Harbor, MD is 6%

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. Goben Convention Services reserves the right to institute a collection action against the exhibitor if the third party does not pay.

Credits

It is the responsibility of the exhibitor/client to check the accuracy of your invoices and report any concerns of your ordered services prior to show close. All concerns reported prior to show close will be considered for credits to your account with Goben Convention Services.

Rentals

All materials and equipment are on a rental basis for the duration of the show and remain the property of Goben Convention Services. All rentals include delivery, installation and removal from your booth.

Unpaid Balances

Should there be any unpaid balance after the close of show; terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an annual percentage rate of 18% and future orders will be on a pre-payment basis. If the finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and excess finance charge received by Goben Convention Services shall be either applied to reduce the principal unpaid balance or refunded to the payer. Payment terms and conditions shall be governed and construed in accordance with the laws of the state of Florida.

Acceptance of Payment Terms & Conditions

By signing off on any services/order provided by Goben Convention services automatically indicates that you, the client/exhibitor, are in acceptance and agreement of our Payment Terms and Conditions. Any questions about the Payment Terms and Conditions for Goben Convention Services, please contact us at 407.872.2223 or at info@gobencs.com.

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Email: orders@gobencs.com

Union jurisdiction

UNION JURISDICTION RULES

Since Work Rules and Union Jurisdictions vary from city to city, we apprise you of the following statements to help you in understanding the Union Requirements in the facility.

DECORATOR & CARPENTER JURISDICTION

It is necessary for all exhibitors to use qualified union personnel for the installation and dismantling of prefabricated exhibits and displays and to install and remove draperies and floor covering. The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty minutes, may be performed by the owner or company representative. Your labor requirements can be ordered on the enclosed Exhibit Labor Order Form.

TEAMSTER JURISDICTION

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. Even local exhibitors should clear all movements of exhibit materials through this department, as we will have priority at the unloading area at all times. Union jurisdiction allows individually hand carried items only and will not permit exhibitors use of dollies, hand trucks or pushcarts. Material Handling Services may be ordered in advance by completing and returning the enclosed Shipping Information and Service Order Form or by ordering on site at the Goben Convention Services Service Desk.

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Email: orders@gobencs.com

billing authorization

EXHIBITING COMPANY INFORMATION			
Exhibiting Company Name:			
Booth#			
Exhibiting Company Address:			
City/State/Zip:			
Phone :		**Fax:**	
E-mail:			

Payment Options	
	Select One
	Credit Card
	Company Check
	Cash
	Wire Transfers (call for details)

Goben Convention Services gladly accepts Cash, Company Check, Credit Card and Wire Transfers.

Billing Address (If different from above)	
Address:	
City/State/Zip:	
Phone:	
Fax:	
E-mail:	

EXHIBITOR CREDIT CARD AUTHORIZATION

For your convenience, we will use this credit card billing authorization to charge your credit card account for your advance, standard and on-site orders, along with any additional amounts incurred as a result of show site orders placed by your exhibit booth representative.

☐ **VISA** ☐ **MASTERCARD** ☐ **AMERICAN EXPRESS**

Card Holder Name:			
Credit Card Number:		**Expiration Date:**	
Goben Convention Services is committed to keeping your provided financial information safe and secure		**Validation Code:** (3 or 4 Digit Code on the back or bottom of the Credit Card)	
Printed Name:			
Signature:		**Date:**	

By signing, you acknowledge you have read, understand and agree to all the term in the payment terms and conditions and have advised our organization of any questions on purchases of services and materials. You also acknowledge and have read, understand and agree to the general information sections of the exhibitor manual. The payment terms & conditions and general information are included in this exhibitor manual.

Third Party Billing
Please call the office at 407-872-2223 for a third party billing authorization form

1600 33rd Street, Unit 102
Orlando, Florida 32839
T. 407.872.2223 F. 407.872.8644
Email: orders@gobencs.com

EAC - exhibitor appointed contractor

In the event you are planning to utilize a firm other than GOBEN CONVENTION SERVICES, the Exhibitor must complete and acknowledge the requirements and procedures to have an Exhibitor Appointed Contractor/EAC on-site.

This notification must be turned in with Certificate of insurance by the date of: **May 1, 2015**

EXHIBITING COMPANY INFORMATION ~ Please print clearly ~	
Exhibiting Company:	
Booth #:	
Contact Telephone:	
Exhibitor Contact Name:	
Exhibiting Firm's Officers Signature:	

EXHIBITOR APPOINTED CONTRACTOR / EAC "Non-Official Contractor" ~ Please print clearly ~	
Contractor Company Name:	
Contact Telephone:	
Contact E-mail:	

With this form a CERTIFICATE OF INSURANCE showing General Liability and Workman's Compensation valid in the state where the show is being held, naming GOBEN CONVENTION SERVICES as an additional insured and certificate holder. The CERTIFICATE OF INSURANCE MUST be submitted together with this notification. We will not accept a CERTIFICATE OF INSURANCE on-site on the show floor. This is due by the date listed above, on the top of this page.

The exposition floor, aisles, loading docks, services and storage areas will be under the control of Goben Convention Services. The Exhibitor Appointed Contractor (EAC) / Non-Official Contractor must coordinate all of its activities with Goben Convention Services.

The Exhibitor Appointed Contractor (EAC) / Non-Official Contractor will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, freight handling charges, etc. It will be the responsibility of the Exhibitor Appointed Contractor (EAC) / Non-Official Contractor to remove from the floor all tape installed, any bulk trash from the booth floor and from the exhibit hall (such as skids or crates) will be invoiced accordingly by Goben Convention Services.

These requirements will be strictly enforced. In the event that these rules are not adhered to, labor must be hired through Goben Convention Services.

This form along with your Certificate of Insurance can be submitted via these options:

FAX	MAIL	E-MAIL
407.872.8644	Goben Convention Services 1600 33rd Street, Unit 102 Orlando, Florida 32839	orders@gobencs.com

goben Convention Services
1600 33rd Street, Unit 102
Orlando, Florida 32839
T. 407.872.2223 F 407.872.8644
Email: orders@gobencs.com

furniture & accessories

Exhibiting Company:	
Booth:	

SEATING

Qty	Description	Discount	Standard	Total
	Side Chair	**72.10**	93.75	
	Padded Folding Chair	**94.10**	122.35	
	Upholstered Arm Chair	**120.50**	156.65	
	Upholstered Counter Stool	**115.20**	149.75	
	Secretary chairs	**195.00**	253.50	

ACCESSORIES

Qty	Description	Discount	Standard	Total
	Chrome Stanchion	**32.50**	40.50	
	Velvet Rope (gray/red)	**17.50**	22.00	
	Wastebasket	**25.35**	32.95	
	Sign Holder 22"x28"	**155.65**	202.35	
	Chrome Tripod Easel	**42.20**	54.90	
	Literature Rack	**179.40**	233.25	
	Bag Rack	**91.80**	119.35	
	Fish Bowl	**25.00**	32.50	
	Raffle Drum	**97.75**	122.50	
	Refrigerator 34"	**144.00**	180.00	
	Filing Cabinet (lockable) 28"	**80.00**	100.00	
	Glass Display Case	**Call for Pricing**		
	Podium	**Call for Pricing**		
	Poster Board 4'x8'	**189.95**	246.95	

SPECIAL BOOTH DRAPE

Qty	Description	Discount	Standard	Total
	White Vinyl Table Cover	**13.50**	17.00	
	Table Skirt 30"	**30.00**	37.50	
	Table Skirt 42"	**37.00**	46.25	
	8' Masking Drape	**19.35/lf**	25.15/lf	
	3' Masking Drape	**17.60/lf**	22.85/lf	
	8' Upright	**15.00**	20.00	
	3' Upright	**15.00**	20.00	
	Cross Beam	**15.00**	20.00	

When ordering, please select color below

	Black		Blue		Burgundy		Gold		Peach
	Gray		Red		Teal		White		Mauve

TABLES

24" Draped Table
w/white plastic top and draped on 3 sides

Qty	Description	Discount	Standard	Total
	4' long 30"high	**130.15**	169.20	
	4' long 42" high	**161.80**	210.35	
	6' long 30" high	**156.55**	203.50	
	6' long 42" high	**188.50**	244.65	
	8' long 30" high	**182.95**	237.80	
	8' long 42" high	**214.60**	278.95	
	To have the 4th side draped	**75.00**	100.00	

When ordering, please select a color below

	Black		Blue		Burgundy		Gold		Peach
	Gray		Red		Teal		White		Mauve

24" Undraped Table
w/white plastic top

Qty	Description	Discount	Standard	Total
	4' long 30"high	**83.55**	108.60	
	4' long 42" high	**90.60**	117.75	
	6' long 30" high	**102.00**	132.60	
	6' long 42" high	**107.30**	139.50	
	8' long 30" high	**121.35**	157.80	
	8' long 42" high	**131.05**	170.35	

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TABLE TOP RISERS

Qty	Description	Discount	Standard	Total
	4' Single Step 8" High	**57.50**	74.75	
	6' Single Step 8" High	**70.70**	91.90	
	8' Single Step 8"High	**85.50**	111.15	

Charges listed include delivery to your booth and removal at the close of show. If you are looking for furnishings that are not listed please contact Goben CS for request.
All ordered furnishings and accessories are rentals, not sales as they must be returned at the end of show.

THIS FORM MUST BE ACCOMPANIED BY: CREDIT CARD BILLING CARD AUTHORIZATION or the THIRD PARTY CREDIT CARD BILLING FORM. ORDERS WITHOUT PAYMENT CANNOT BE PROCESSED.

Furnishings Subtotal:	
Sales Tax: Tax rate is 6%	
Furnishings Total:	

1600 33rd Street, Unit 102
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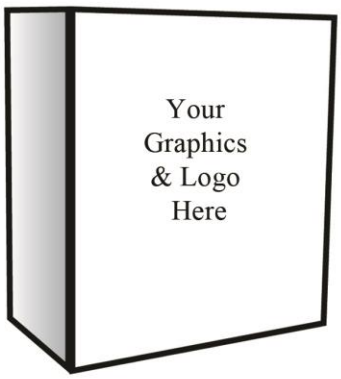
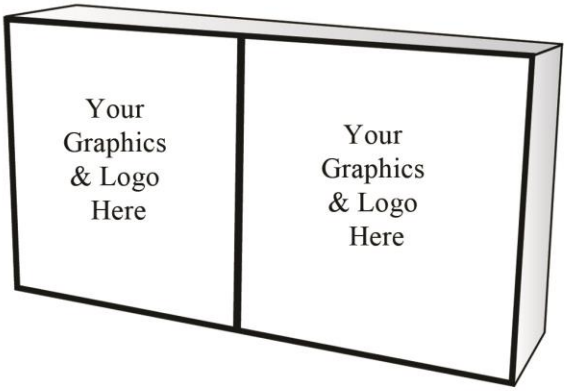
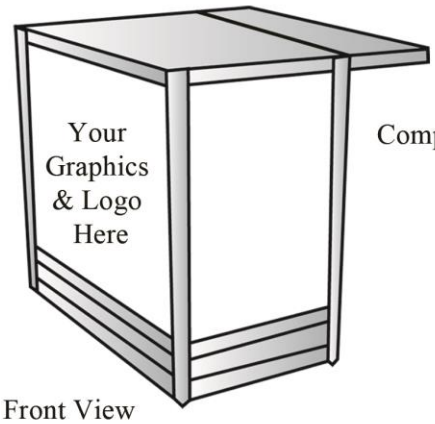
Email: orders@gobencs.com

credenza/computer



Credenza - Option 1A (1 Meter)
Option 1B (2 Meter)

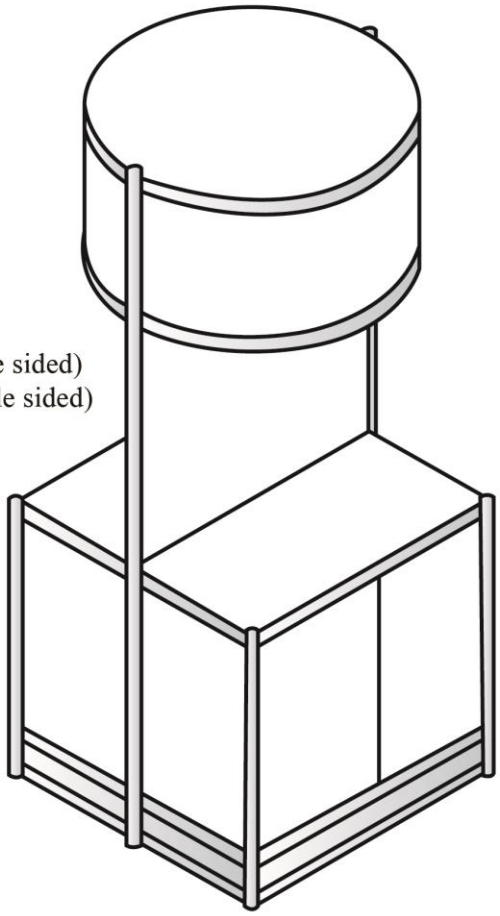


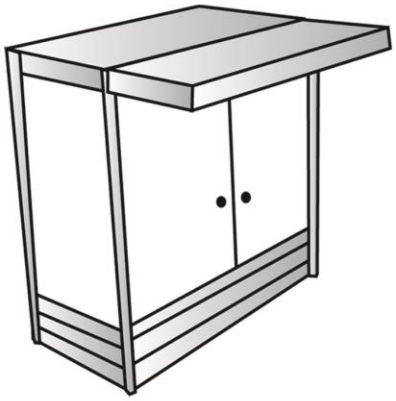


Front View

Computer Kiosk - Option 2

Internet Café - Option 3A (Single sided)
Option 3B (Double sided)





Back View

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custom rental units

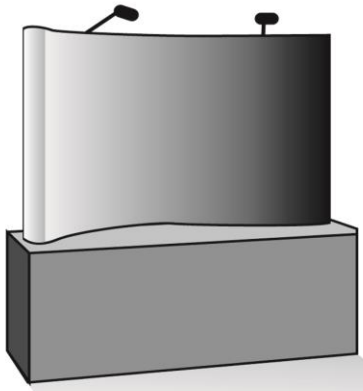
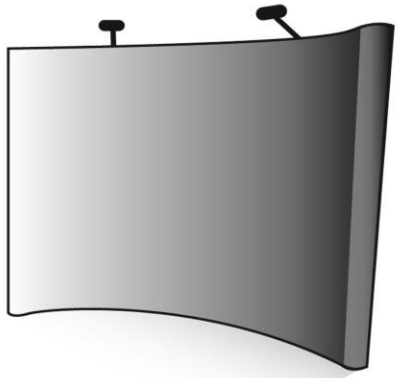


Table Top Display - Option 4



8' Popup Display - Option 5

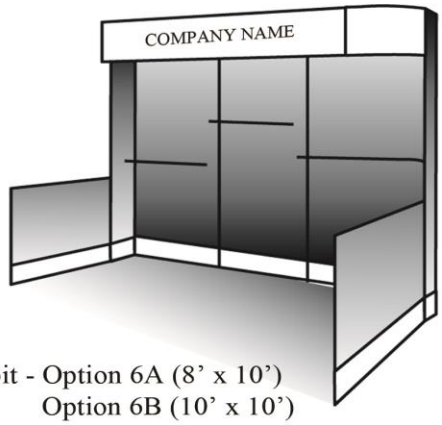


Exhibit - Option 6A (8' x 10')
Option 6B (10' x 10')

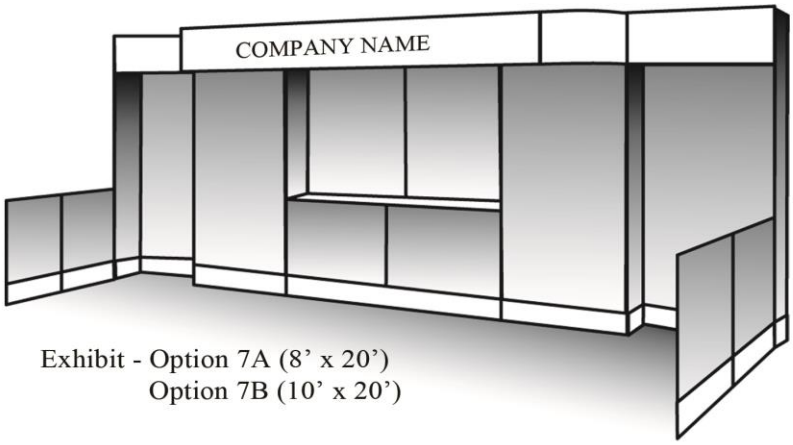
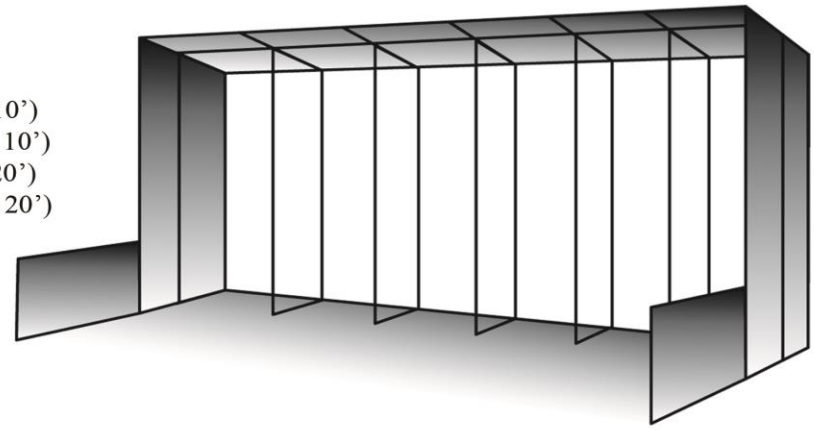


Exhibit - Option 7A (8' x 20')
Option 7B (10' x 20')

Exhibit - Option 8A (8' x 10')
Option 8B (10' x 10')
Option 8C (8' x 20')
Option 8D (10' x 20')



AAMGA 89th Annual Meeting Trade & Vendor Show

Exhibitor Service Kit | Discount Price Deadline Date: ****Friday, May 1, 2015****

Please check specific order form for various order dates on Floral, Labor and Material Handling

goben Convention Services

1600 33rd Street, Unit 102
Orlando, Florida 32839
T. 407.872.2223 F. 407.872.8644
Email: orders@gobencs.com

rental unit order

Exhibiting Company:	
Booth:	

Credenza & Computer kiosk's (white panels)				
Qty	Option	Discount	Standard	Total
	1A	**$298**	$372	
	1B	**$398**	$497	
	2	**$385**	$481	
	3A	**$650**	$810	
	3B	**$975**	$1200	
Additional options available				
Qty	Option	Discount	Standard	Total
	Colored panels	**$110.00**	$137.00	
	☐ Black			
	☐ Gray			
	☐ Blue			
	Lockable Doors	**$25.00**	$31.00	
	Company Logo/Graphics	**Call**		

Table Top & Pop Up				
Qty	Option	Discount	Standard	Total
	4	**$260**	$325	
	5	**$560**	$700	
	☐ Black			
	☐ Blue			

Step 1 - Custom Rental Exhibit (6 & 7)				
Qty	Option	Discount	Standard	Total
	6A	**$2,096.75**	$2,725.75	
	6B	**$2,096.75**	$2,725.75	
	7A	**$4,801.25**	$6,241.60	
	7B	**$4,801.25**	$6,241.60	
Choose your sintra panel colors				
	☐ White			
	☐ Black			

Step 1 – Custom Rental Exhibit (8)				
Qty	Option	Discount	Standard	Total
	8A	**Please call**	**Please call**	
	8B	**Please call**	**Please call**	
	8C	**Please call**	**Please call**	
	8D	**Please call**	**Please call**	
Choose your Plexi Glass colors				
	☐ White			
	☐ Blue			
	☐ Blue & White (mix)			

Bring your exhibit to life with our eye catching color panels. Choose from our standard colors & Materials or you may also order designer panels - colors are available upon request.

All orders and accessories are rentals, not considered sales as they must be returned at the end of show.

Step 2 – Choose your Carpet Color			
☐	Black	☐	Burgundy
☐	Gray	☐	Teal
☐	Blue	☐	Hunter Green
☐	Red	☐	

Step 3 – Clearly Indicate your Header Copy

Step 4 – Choose your Letter Coloring			
☐	Black	☐	Burgundy
☐	Gray	☐	Teal
☐	Blue	☐	Hunter Green
☐	Red	☐	Yellow

If color selection is not indicated the color will be Black.

Step 5 – Choose your Accessories				
Qty	Option	Discount	Standard	Total
	Double sided Velcro	call	call	
	Clip on Spotlights	**$35.00**	$44.00	
	Ground spot lights	**$35.00**	$44.00	
	Power Strip	**$15.00**	$19.00	
	Extension Cord	**$15.00**	$19.00	
	Additional Flat Shelf	**$30.00**	$38.00	
	Literature rack	**$70.00**	$88.00	

Special Artwork or logos will be quoted upon request. Please email samples with this order and comments below

Custom Rental Unit (6 & 7) price Includes:
Delivery, set up and removal at the close of show.
Lights, Company header in block lettering and carpet .
Custom Rental Unit (8) includes: The above minus the header.

Remember to order the following items as desired. They are NOT included with the units. Graphics, logos, Furniture, Electrical, Floral & cleaning service.

All packages can be customized or modified, depending on your specific requirements.

THIS FORM MUST BE ACCOMPANIED BY:
CREDIT CARD BILLING CARD AUTHORIZATION or the THIRD PARTY CREDIT CARD BILLING FORM. ORDERS WITHOUT PAYMENT CANNOT BE PROCESSED.

Exhibit Rental Unit	
Accessories	
Sales Tax: 6%	
Total:	

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T. 407.872.2223 F. 407.872.8644
Email: orders@gobencs.com

carpet & padding

Exhibit Hall is Carpeted

Exhibiting Company:	
Booth:	

IN-LINE BOOTH CARPET

Check one	Size	Discount	Standard	Total
	8' x 10'	$220.50	$286.65	
	10' x 10'	$220.50	$286.65	
	10' x 20'	$432.85	$562.75	
	10' x 30'	647.30	$841.50	

	Black
	Gray
	Blue
	Red

	Burgundy
	Teal
	Hunter Green

Booth carpet includes tape on the front, towards the aisle.

CARPET PADDING & VISQUEEN

Padding	Booth Size				Discount		Standard	
½" Thick	X	Ft. =	Sq ft.	X	$1.80	Or	$2.35	$

Visqueen					Discount		Standard	
Booth Size	X	Ft. =	Sq ft.	X	$1.10	Or	$1.40	$

Rates are calculated at Per Square Foot

CARPET TAPE

			Rate	
Lineal Ft.		X	$1.65	$

Most facilities require taping of the front edge of carpet for safety purposes.

ISLAND BOOTH - SPECIAL CUT CARPET

					Discount		Standard	
Booth Size	X	Ft. =	Sq ft.	X	$3.70	Or	$4.85	$

Rates are calculated at Per Square Foot ~ Minimum of 100 square feet

Listed prices on carpet include delivery, installation and removal. Carpet Ordered in multiples are not guaranteed in a color match. Custom carpet orders after the deadline date are subject to availability.

**THIS FORM MUST BE ACCOMPANIED BY:
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THIRD PARTY CREDIT CARD BILLING FORM**

Carpet Subtotal:	
Sales Tax: Tax rate is 6%	
Carpet Total:	

1600 33rd Street, Unit 102
Orlando, Florida 32839
T. 407.872.2223 F. 407.872.8644
Email: orders@gobencs.com

Sign & Graphics

Exhibiting Company		Booth #	
Contact Email		Phone #	

Digital Graphics:

Goben CS has the capabilities to provide you with the finest digital graphic reproduction available.
Capabilities include four-color photo-quality, high-resolution digital printing for banners, signage, exhibit graphics and more.

STANDARD SIZES

Qty	SIZE	MATERIAL	Thickness	Discount	Standard	Total
	11" x 17"	Foam Board	3/16"	$40.00	$50.00	
	22" x 28"	Foam board	3/16"	$64.00	$80.00	
	24" x 36"	Ultramount	3/16"	$94.00	$117.00	
	28" x 44"	Ultramount	3/16"	$132.00	$165.00	
		Misc Other				

Qty	DIRECTIONAL BOARDS (½" Foam board)	Size	Discount	Standard	Total
	Single sided	2' x 5'	$138.00	$172.00	
	Double sided	2' x 5'	$243.00	$243.00	
	Meter Board - Single sided	3' x 7'	$324.00	$405.00	
	Meter Board - Double sided	3' x 7'	$558.00	$697.00	
	Half Moon Feet (Foam board)		$30.00	$37.00	
	Spider Feet (Metal)		$30.00	$37.00	

Qty	HANGING BANNERS (With Grommets)	Size	Discount	Standard	Total
	Single sided Economy (one time use)	4' x 6'	$216.00	$270.00	
	Single Sided – Heavy duty material (Multi Use)	4' x 6'	$280.00	$350.00	
	Double Sided – Heavy Duty (Multi Use)	4' x 6'	$518.00	$647.00	
	Single sided Economy (one time use)	4' x 8'	$288.00	$360.00	
	Single Sided – Heavy duty material for multi use.	4' x 8'	$374.00	$467.00	
	Double Sided – Heavy Duty (Multi Use)	4' x 8'	$691.00	$863.00	

GRAPHIC FILE COMPATABILITY INFO (To be emailed)

- CMYK JPEGs - 150ppi at full size (300ppi scaled to 50% for example)
- Print ready PDF (PDF/X-1a:2001) or (High Quality Print) setting. Any bitmap images down sampled 150ppi at full size.
- Adobe Illustrator, Photoshop or InDesign up to CS5. All bitmap links, 150ppi at full size.

We can also accept some of the more common graphic format files such as .tif, jpg, .pcx, gif, etc. However, these files are bitmap images that are resolution-reliant. A low resolution doc may be fine for a web page or business card, when it is enlarged for a big sign or banner, the image suffers in that it becomes blurry or pixilated with "stair stepped" edges. When sending bitmap files for large graphics the higher the resolution the better.

If in doubt, or have any questions, please contact us at info@gobencs.com

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Furnishings Subtotal:	
Sales Tax: Tax rate is 6%	
Furnishings Total:	

goben Convention Services
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T. 407.872.2223 F. 407.872.8644
Email: orders@gobencs.com

floral & foliage

	A	B	C	D
Option 1				
	Boston Fern	Pothos	Ivy	Orchid

Option 2 Flowering				
	Kalanchoes	Blooming mum	Azalea	Bromeliad

Option 3 2’				
	Ficus Bush	Arboricola	Spathiphyllum	Croton

Option 4 3’ - 4’ 5’				
	Ficus Standard	Cat Palm	Bird of Paradise	Marginata

Option 5 6’ 7’ & taller Special order				
	Palm	Majesty Palm	Adonidia Double	Ficus Standard

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floral

Exhibiting Company Name:	
Booth#	

DISCOUNT DEADLINE: May 1, 2015

Specialty Orders must be received by: May 8, 2015

Order Details

Goben CS reserves the right to make substitutions if a particular item is not available at the time of show. Goben CS will select at no risk.
All flowering plants are based upon availability.
If you are looking for arrangements that are not listed, please give Goben Convention Services a call for pricing and availability.

FLORAL – FOILAGE – LIVE PLANTS

Option 1

Qty	Option	Discount	Standard	Total
	A	**$40.00**	$50.00	
	B	**$40.00**	$50.00	
	C	**$40.00**	$50.00	
	D	**$50.00**	$62.00	

Option 2 (Seasonal)

Qty	Option	Discount	Standard	Total
	A	**$40.00**	$50.00	
	B	**$40.00**	$50.00	
	C	**$40.00**	$50.00	
	D	**$45.00**	$56.00	

Option 3

Qty	Option	Size	Discount	Standard	Total
	A	2’	**$47.00**	$59.00	
	B	2’	**$47.00**	$59.00	
	C	2’’	**$47.00**	$59.00	
	D	2’	**$47.00**	$59.00	

Option 4

Qty	Option	Size	Discount	Standard	Total
	A	3’ - 4’	**$63.00**	$79.00	
	B	3’ - 4’	**$63.00**	$79.00	
	C	3’ - 4’	**$63.00**	$79.00	
	D	3’ - 4’	**$63.00**	$79.00	
	A	5’	**$79.00**	$99.00	
	B	5’	**$79.00**	$99.00	
	C	5’	**$79.00**	$99.00	
	D	5’	**$79.00**	$99.00	

Option 5

Qty	Option	Size	Discount	Standard	Total
	A	6’	**$135.00**	$169.00	
	B	6’	**$135.00**	$169.00	
	C	6’	**$135.00**	$169.00	
	D	6’	**$135.00**	$169.00	
	A,B,C,D	7’	(Call)		

Floral Arrangements

Qty	Description	Discount	Standard	Total
	12” Arrangement	**$93.00**	$116.00	
	24” Arrangement	**$116.00**	$145.00	
	12” Tropical Arrangement	**$132.00**	$165.00	
	24” Tropical Arrangement	**$171.00**	$213.00	
	Custom Arrangement	(call)		

Color Preference (if available)

SILK ARRANGEMENTS

Qty	Option	Discount	Standard	Total
	Ivy	**$25.00**	$32.00	
	Floral Arrangement	**$65.00**	$82.00	
	4’ Green Plant	**$48.00**	$60.00	
	6’ Green Plant	**$74.00**	$93.00	
	9’ Green Plant	**$135.00**	$169.00	

Charges listed include delivery to your booth and removal at the close of show.
No credit or refunds will be issued on floral orders cancelled within 5 days of delivery.
All ordered are rentals, not considered sales as they must be returned at the end of show.
Note: Damaged or stolen plants are Exhibitors Responsibility, to be paid for at retail value.

THIS FORM MUST BE ACCOMPANIED BY: CREDIT CARD BILLING CARD AUTHORIZATION or THIRD PARTY CREDIT CARD BILLING FORM.
ORDERS WITHOUT PAYMENT CANNOT BE PROCESSED

Services Subtotal:	
Sales Tax: Tax rate is 6%	
Services Total:	

1600 33rd Street, Unit 102
Orlando, Florida 32839
T. 407.872.2223 F. 407.872.8644
Email: orders@gobencs.com

audio visual

Exhibiting Company Name:	
Booth#	

PLEASE CALL GOBEN CONVENTION SERVICES FOR ANY AUDIO VISUAL NEEDS AT 407-872-2223.

1600 33rd Street, Unit 102
Orlando, Florida 32839
T. 407.872.2223 F. 407.872.8644
Email: orders@gobencs.com

labor & forklift

Exhibiting Company:	
Booth:	

LABOR RATES & DETAILS

LABOR RATES (p/p/p/h)		
	Discount	Standard
Straight Time	$89.85	$116.94
Overtime	$134.78	$175.21
Double-Time	$179.71	$233.62

The current listed hourly rates are listed at a per person, per hour as indicated by p/p/p/h. Work will be done on a straight time basis if possible. Labor orders places on-site are subject to

OVERTIME HOURS

Overtime hours are before 8:00am or after 4:30pm Monday – Friday and all day Saturday. Overtime hours are also applied to labor services ordered on show-site regardless of the time.

DOUBLE-TIME HOURS

Double-time hours are Monday- Saturday 12:00 midnight - 6:00am and all day Sunday and Holidays.

NON-USE OF ORDERED LABOR SERVICES

If an exhibitor fails to pick up labor time as ordered, a 1 (one) hour per worker no show charge will be applied to the clients invoice.

LABOR PLAN A
Supervision by Goben Convention Services

Exhibits will be setup prior to exhibitor's arrival under the direction of Goben Convention Services Personnel.

The supervision charge for this service is 30% of the total labor bill, with a minimum charge of $40.00.

LABOR PLAN B
Supervision by Exhibiting Personnel

Supervisor must check in a Service Desk to pick up laborers.

Upon completion of work, supervisor must return to the service desk to release laborers.

Start time only guaranteed where labor is requested at the start of the working day, unless the official setup time is later in the day.

Workers are assigned orders and completion time of their assignments is uncertain. Therefore starting time cannot be guaranteed although every effort will be made to provide labor at requested times

Selection of Labor Plan: (Select One)

	Labor Plan A
	Labor Plan B

Upon selection, fill out the details of your labor plan below

	Date	Time	# of Laborers	Hours per Laborer	Hourly Rate	Total Cost
Install						
Dismantle						
Supervision						
					Total	

FORKLIFT ORDER – 5000lbs

FORKLIFT LABOR RATES	
Straight Time	**$195.00** per hour
Overtime	**$295.00** per hour
Double-Time	**$326.00** per hour

A forklift operator and crew will be assigned at the following rates per hour. If additional personnel are required to assist, you will be billed at the hourly labor rates. Forklift crews do not need to be ordered if this is part of the material handling process. Orders received after the discount date will incur a 20% surcharge. Order received on-site will incur a 30% surcharge.

	Date	Time	Additional Laborers	Hours Per Laborer	Hourly Rate	Total Cost
Install						
Dismantle						

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Services Subtotal:	
Services Total:	

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material handling information

EXCLUSIVE Material Handling Contractor

Goben Convention Services are under contract with AAMGA. We will handle ALL freight/exhibit material in and out of the Exhibit Hall.
For your convenience labels are provided in this exhibitor manual.
You must return in advance of the show the Method of payment form, along with the completed Material handling service & rates form.

Advance Freight Shipments (Ship as early as possible)

You get 30 days storage included with Material Handling fees!
Warehouse receiving hours are 8:30am – 4:00 pm, Monday – Friday.
Shipments can begin arriving April 13th and should arrive no later than May 15th. Shipments that arrive at the advance warehouse after May 8th will be charged a late fee of 25% of the material handling fee.
Please ship to the advance warehouse and you will only be charged one-time. It is much less expensive to ship to the advance warehouse and be charged a one-time material handling fee than to send to the hotel and be charged twice for the same service.

Direct to Show Site Shipments

Do not ship freight to the show-site prior to the move in day!
Freight shipped to the Tampa CC before the move in day will either be **REFUSED** or you will be charged a handling & storage fees from the hotel. The freight will then be turned over to Goben CS for delivery to the exhibit hall and you will **ALSO** be charged material handling fees, **even if you are a guest of the hotel.**
Please note: Mislabeled packages have the potential of being refused at show site. Please remember to include OTA c/o Goben CS on all packages AND remove all old labels from packaging.

Overtime +25% (Inbound and/or Outbound)

A overtime surcharge, per cwt, for each occurrence will apply if:
-Shipments are received on overtime (Monday-Friday, before 8:00am and after 4:30pm and **ALL DAY Saturday, Sunday and Holidays**).
-A surcharge applies if your shipment is moved to or out of show site on overtime due to scheduling beyond Goben CS control.
-A surcharge will apply if your advanced shipment is received at the warehouse on straight-time, but had to be delivered to show site on overtime due to a scheduling beyond the control of Goben CS.

Special Handling +30% (Inbound and/or Outbound)

A special handling surcharge, per cwt, for each occurrence will apply if:
-Uncrated shipments that must be taken off pallets and hand carried in loose will be charged an additional 30%.
-Van Lines, loose, uncrated or improperly packaged materials, or those delivered by a carrier not providing supporting paperwork will be charged an additional 30%.
- Items that are too large to fit through ballroom doors and must be uncrated in hallway or loading dock

UPS, Fed Ex, DHL etc Shipments

Shipments delivered via small package carriers require additional time & Labor to unload, sort & deliver, therefore a special handling fee of 25% will be added to the material handling rate.
The above freight carriers DO NOT provide bills of ladings to note any damage or piece count. Therefore, Goben CS will NOT be responsible and will not accept any claims for any reason involving carriers that do not use bills of lading.

Outbound Instructions at close of show

It is the exhibitor's responsibility to arrange outbound shipments with their designated carrier (If other than UPS Freight). **Schedule your carrier to pick up your freight, directly from the exhibit hall, no later than the forced time. (Re Route time is 7pm on May 18th)**

At the close of the show, each exhibitor must fill out a **Bill of Lading and hand in to the on-site service desk.** Outbound shipping forms will be available at the service desk. Should the exhibitor fail to provide outbound shipping paperwork and it is not turned into the service desk a labor charge will be added to the exhibitor's final invoice.

Any shipment left in a booth for which no disposition is provided, or if requested carrier fails to pick up or refuses to take shipment, Goben Convention Services reserves the right to re-route shipment using UPS Freight or return material to our warehouse at the exhibitor's expense. For more information, please see the Move Out information sheet enclosed in this manual.

Material Handling - Does NOT Include

-Labor and/or equipment for uncrating, un-skidding, assembling, dismantling, re-crating and re-skidding. These services may be ordered by filling out the labor forms included in this manual.
-Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier (UPS Freight).
-As an exhibitor it is your responsibility for providing your carrier with the proper delivery and pick up information.

Material Handling - DOES Include

-Receiving and unloading your shipment at our warehouse (30 days free storage prior to show date).
-Reloading on the Goben Convention Services trailer.
-Delivery of shipment to the exhibit hall
-Placement of shipment in your booth space
-Removal of empty containers
-Return of empty containers at close of show (All containers must be empty when stored, Goben Convention Services assumes no liability for material or equipment left inside a container marked as empty).
-Removal of all packed and labeled materials from the exhibit booth.
-Reloading on to an outbound carrier for return shipment (based on shipping information provided on your show Bill of Lading).

Charges for the above services will be based on the inbound weight only (each shipment is evaluated separately), whether the above services are used completely or in part. Refer to the material handling services and rates for detailed pricing information.

Weight taken from inbound bill of ladings is rounded up to the next hundred pounds. Goben Convention Services will assign a weight to shipments arriving without a bill of lading of certified weight tickets. Shipments received without weight tickets will be charged an additional 30%.

Research + 30%

If exhibitor name, show name etc is not visible on the shipping label, a research rate will apply in addition to your material handling rate.

1600 33rd Street, Unit 102
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T. 407.872.2223 F. 407.872.8644
Email: orders@gobencs.com

material handling information (con't)

Money Saving Tips

Consolidate shipments when total weight is less than 200lbs.

3 Separate Shipments	1 Consolidated Shipment
65lbs charged @ 200lbs $245.00	3 pieces (1 shipment)
89lbs charged @ 200lbs $245.00	196lbs @ 200lbs = $245.00
42lbs charged @ 200lbs $245.00	**Total Savings: $490.00**
Total 196lbs Total cost $735.00	

Additional charges may be applicable to the CWT rates

Recommended Inbound & Outbound Freight Carrier

UPS Freight is the preferred show carrier. If you use UPS Freight you do not need to worry about scheduling freight carriers, waiting charges or forced freight shipments.

800.988.9889
www.UPSFreight.com

UPS Freight℠
CONVENIENT 24 HOUR TRACKING

UPS FORM LOCATED AT THE BACK OF THIS MANUAL MENTION SHOW NAME FOR DISCOUNTED SHOW RATES

Misc Material Handling Information

-Goben Convention Services will not be responsible for piece count or condition of shipments that are delivered without supporting bill of lading or delivery slip.
- Remember that all shipments must be PREPAID, DO NOT SHIP "COLLECT". All shipments sent "COLLECT" WILL BE REFUSED.
You may confirm receipt of your shipment by calling GobenCS 407.872.2223
-Exhibitors can hand carry their own materials into the exhibit hall, provided they use their personal vehicle and company employees to do so. Freight being delivered to the loading dock in vehicle other than personal must be unloaded and delivered by Goben Convention Services.
Due to insurance purposes…..No material handling equipment such as dollies or pallet jacks shall be used by anyone other than Goben CS.
-If you have brought in your own materials in and wish to have Goben CS store your empty containers, there will be a charge of $20.00 per item or $0.20c per lb whichever is greater.
-Shrink wrap and banding will incur a one ½ hour labor charge.

Empty Container Storage

Storage of empty containers is included with your material handling service. Empty containers must be labeled with an "empty" sticker. Before the show opens, all trash will be removed from the aisles, Goben CS is NOT responsible for containers nor packaging materials that are not properly labeled with "empty" stickers. Stickers are available at the service desk.

Return to Goben Convention Services Warehouse

If you wish to have your freight returned to Goben Convention Services Warehouse, prior arrangements must be made with our office staff. Please note that Goben Convention Services warehouse address may NOT be the same as the advanced shipping address.

Short Term / Long Term Storage Options

Storage facilities are available for short and long term, please call for a quote if there is interest for this service.

Insurance

It is understood that Goben Convention Services is not an insurer that insurance, if any, should be obtained by the exhibitor.
Exhibitors are recommended to carry All-Risk Insurance covering your materials against damage, loss and all other hazards from the time of shipping to returning from show. This can usually be done by adding "riders" to existing policies.

Limitation of Liability & Responsibility

Goben Convention Services shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.

Goben Convention Services shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.

Goben Convention Services shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills Of Lading covering outgoing shipment, which are furnished by Goben Convention Services to exhibitors will be checked at time of actual pick up from the booth and corrections are made where discrepancies occur.

Goben Convention Services shall not be responsible for loss, damage or delay due to fire, Acts of God, strikes, lockouts or work stoppages made where discrepancies occur.

Goben Convention Services Liability shall be limited to the physical loss of or damage to specific article which is lost or damaged, and in any event Goben Convention Services maximum liability shall be limited to $0.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.

Claims for loss or damage must be submitted to Goben Convention Services prior to the close of show. No suit or action shall be brought against Goben Convention Services more than one year after the accrual of the cause of action.

The consignment or delivery of a shipment to Goben Convention Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

Empty container labels will be available at the Goben Convention Services Desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or obliterated. Goben Convention Services assumes no responsibility for:
-Error to above procedures
-Removal of Containers with old empty labels and without Goben Convention Services Labels.
-Improper Information on Empty Labels
-Materials stored in container with empty labels.

goben Convention Services
1600 33rd Street, Unit 102
Orlando, Florida 32839
T. 407.872.2223 F. 407.872.8644
Email: orders@gobencs.com

material handling service & rates

Exhibiting Company:	
Booth:	

ADVANCE WAREHOUSE ADDRESS

AAMGA 89th Annual Meeting
Goben Convention Services
c/o UPS Freight
2400 Beaver Rd.
Landover, MD 20785

Must be received by Date: May 15th

IMPORTANT MATERIAL HANDLING DATES	Mark your Calendar
Shipments can start arriving at Advance Warehouse	April 13, 2015
Last Day for Shipment to arrive at warehouse w/o surcharge	May 8, 2015
Last day for shipments to arrive at warehouse	May 15, 2015
Shipments can start arriving at Show Site	May 17, 2015

FREIGHT RATES

Rates below include receipt of your freight, delivery to your booth, removal, storage, return empty crates and at the end of the show movement of your freight from the booth to the loading dock and reloading onto the designated truck. Charges for this service will be based on the inbound rate and rounded up to the nearest one hundred weight. A 200lbs minimum per shipment applies. (_____ pounds ÷ 100 = _____ Total CWT)
Overtime: In addition to your plan below please fill out plan C if your shipment is moved in and/or out of show site on overtime.
(Monday-Friday, before 8:00am and/or after 4:30pm, ALL DAY Saturday, Sunday and Holidays).

PLAN	DESCRIPTION		RECEIVED AT	RATE PER CWT
A	Package Shipments Received	***April 13 – May 15***	Warehouse	$122.50
B	Late Shipment Surcharge	***After May 8***	Warehouse	***Additional 25%***
C	Overtime in			***Additional 25%***
D	Special Handling (UPS, Fed-Ex, DHL etc)			***Additional 25%***
E	Special Handling **(Van Line, Loose, uncrated etc)**			***Additional 30%***
F	Package Shipments	***(Scheduled to arrive on May 17)***	Show Site	$136.25
G	Small Package Shipment	Total Shipment of 25lbs	Show Site	$50.00
H	Returned to Warehouse	Prior Arrangements must be made		Call for pricing
I	Shrink Wrap + one ½ hour Labor Charge		Per Skid	$25.00
J	Banding + one ½ hour Labor Charge		Per Linear Foot	$1.25

FREIGHT PAYMENT COMPUTATION – Please include if applicable the surcharges i.e. late, overtime in/and or out, special handling

	SELECT PLANS (A-J)	# OF PIECES	WEIGHT MIN 200lbs	RATE/CWT	TOTAL
Shipment 1					
Shipment 2					
Shipment 3					
Shipment 4					
Shipment 5					
Shipment 6					

Please take note of ORDER DEADLINE FOR MATERIAL HANDLING/SHIPMENTS LISTED ON THIS FORM.

THIS FORM MUST BE ACCOMPANIED BY: CREDIT CARD BILLING CARD AUTHORIZATION or the THIRD PARTY CREDIT CARD BILLING FORM. ORDERS WITHOUT PAYMENT CANNOT BE PROCESSED. SUBMITTAL OF ORDER AFFIRMS THAT YOU UNDERSTAND THE TERMS & CONDITIONS LISTED ON THE MATERIAL HANDLING SECTION OF THE EXHIBITOR KIT.

Services Subtotal:	
Services Total:	

1600 33rd Street, Unit 102
Orlando, Florida 32839
T. 407.872.2223 F. 407.872.8644
Email: orders@gobencs.com

exhibitor shipping information

Exhibiting Company:	
Booth:	

The following information is requested so that we may plan in advance and arrange for the proper equipment needed to offer the best possible service to you. We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

SHIPMENTS WILL BE SENT TO: **◊ ADVANCE WAREHOUSE** **◊ SHOW SITE**

INCOMING SHIPMENT

Shipped from (city)					
Carrier		**Tracking/Pro #**			
Shipping date		**Expected arrival date**			
No. of Pieces		**Estimated weight**			
Dimensions of largest piece	**Height:**	**Width:**		**Length:**	
Misc Requirements					

ADDITIONAL INCOMING SHIPMENT (Different location)

Shipped from (city)					
Carrier		**Tracking/Pro #**			
Shipping date		**Expected arrival date**			
No. of Pieces		**Estimated weight**			
Dimensions of largest piece	**Height:**	**Width:**		**Length:**	
Misc Requirements					

OUTGOING SHIPMENTS

The below information is for back up should the on-site exhibitor fail to complete and turn in a bill of lading to Goben CS Personal.

INSTRUCTIONS FOR OUTGOING SHIPMENTS

Ship To (Company)		**◊ Prepaid**	**◊ Collect**
Attention			
Address			
City/State/Zip			
Description			
No. of pieces		**Total Weight**	
Outbound Carrier		**Pro #:**	

- ADVANCED WAREHOUSE SHIPPING LABEL –

ADVANCE WAREHOUSE

EXHIBITION MATERIAL FROM	TO EXHIBITING COMPANY NAME

BOOTH #	SHOW NAME
	AAMGA Annual Meeting

Goben Convention Services
c/o UPS Freight
2400 Beaver Rd.
Landover, MD 20785

Number		OF		PIECES

CARRIER

*

ADVANCE WAREHOUSE

EXHIBITION MATERIAL FROM	TO EXHIBITING COMPANY NAME

BOOTH #	SHOW NAME
	AAMGA Annual Meeting

Goben Convention Services
c/o UPS Freight
2400 Beaver Rd.
Landover, MD 20785

Number		OF		PIECES

CARRIER

*

MAKE COPIES AND CUT AS NECESSARY - MAKE COPIES AND CUT AS NECESSARY - MAKE COPIES AND CUT AS NECESSARY

ADVANCE WAREHOUSE

EXHIBITION MATERIAL FROM	TO EXHIBITING COMPANY NAME

BOOTH #	SHOW NAME
	AAMGA Annual Meeting

Goben Convention Services
c/o UPS Freight
2400 Beaver Rd.
Landover, MD 20785

Number		OF		PIECES

CARRIER

*

ADVANCE WAREHOUSE

EXHIBITION MATERIAL FROM	TO EXHIBITING COMPANY NAME

BOOTH #	SHOW NAME
	AAMGA Annual Meeting

Goben Convention Services
c/o UPS Freight
2400 Beaver Rd.
Landover, MD 20785

Number		OF		PIECES

CARRIER

*

- SHOW SITE SHIPPING LABEL –

SHOW SITE DELIVERY

EXHIBITION MATERIAL FROM	TO EXHIBITING COMPANY NAME

BOOTH #	SHOW NAME
	AAMGA Annual Meeting

goben Convention Services

Goben Convention Services
Gaylord National Resort & Convention Center
201 Waterfront Street
National Harbor, MD 20745

Number		OF		PIECES

CARRIER

*

SHOW SITE DELIVERY

EXHIBITION MATERIAL FROM	TO EXHIBITING COMPANY NAME

BOOTH #	SHOW NAME
	AAMGA Annual Meeting

goben Convention Services

Goben Convention Services
Gaylord National Resort & Convention Center
201 Waterfront Street
National Harbor, MD 20745

Number		OF		PIECES

CARRIER

*

MAKE COPIES AND CUT AS NECESSARY - MAKE COPIES AND CUT AS NECESSARY - MAKE COPIES AND CUT AS NECESSARY

SHOW SITE DELIVERY

EXHIBITION MATERIAL FROM	TO EXHIBITING COMPANY NAME

BOOTH #	SHOW NAME
	AAMGA Annual Meeting

goben Convention Services

Goben Convention Services
Gaylord National Resort & Convention Center
201 Waterfront Street
National Harbor, MD 20745

Number		OF		PIECES

CARRIER

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SHOW SITE DELIVERY

EXHIBITION MATERIAL FROM	TO EXHIBITING COMPANY NAME

BOOTH #	SHOW NAME
	AAMGA Annual Meeting

goben Convention Services

Goben Convention Services
Gaylord National Resort & Convention Center
201 Waterfront Street
National Harbor, MD 20745

Number		OF		PIECES

CARRIER

*

1600 33rd Street, Unit 102
Orlando, Florida 32839
T. 407.872.2223 F. 407.872.8644
Email: orders@gobencs.com

move out information

On behalf of Goben Convention Services we would like to thank you for letting us assist you during the show. We hope the following information will help assist and expedite your move-out.

EXHIBITOR MOVE-OUT START TIME and CLEAN/CLEAR TIME

Move Out Start Date	Move Out Start Time
May 18, 2015	5pm

ALL EXHIBITORS MUST BE OFF THE FLOOR BY

	8pm	

NO EXCEPTIONS

Beginning the move out time, exhibitors may begin to dismantle their booths. All empty containers will automatically be returned to booths. Please keep all aisles clear to enable Goben Convention Services to complete this process in an expeditious manner. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your works by checking in with the Goben Convention Services; Service Desk.

DRIVER CHECK-IN & BILLS OF LADING DEADLINES

Driver Check In Date	Driver Check In Time
May 18, 2015	7pm

	Re-Route Time
May 18, 2015	7:01pm

BILLS OF LADING DUE TO GOBEN CONVENTION SERVICES DESK BY

	8pm	

UPS Freight is the designated show carrier and a representative will be located at the Goben CS Service Desk.

It is the exhibitor's responsibility to arrange outbound shipments with their designated carrier (If other than UPS Freight).
Schedule your carrier to pick up your freight, directly from the exhibit hall. Your freight carrier MUST be checked in at the Goben Convention Services freight dock no later than the driver check in time and bills of lading deadlines listed on this sheet and in the exhibitor manual to guarantee pick-up. In the event that your designated carrier fails to check in, pick up, refuses acceptance or freight disposition is not provided, Goben Convention Services reserves the right to force/re-route such shipments. Exhibitors will be charged accordingly for this service. No liability will be assumed by show management, Goben Convention Services or any subcontractors as a result of such re-routing or handling.

A bill of lading must accompany ALL outbound shipments. Exhibit personnel MUST prepare the outbound bill of lading & make sure each piece of freight is labeled with the destination address prior to departing the show. This form may be obtained at the Goben Convention Services Service Desk. All bills of lading must be turned into the services desk when all your shipments are packed, labeled and ready to ship. Failure to complete and turn in a bill of lading will result in a half hour labor charge.

Goben CS will not be responsible for literature/product not properly packed and labeled by exhibit personnel.

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!

UPS Freight® Trade Show Services

For trade show service call 1-800-988-9889

Return Shipping Information from your Official Trade Show Carrier

UPS Freight, the official trade show carrier, is providing the following outbound shipping service.

Don't wait! Complete this form and bring it back to the UPS Freight representative at the service desk the day before this show closes.

Small shipments under 150 total pounds can take advantage of the Small Shipment Rates detailed below.

Instructions:

1. Prior to the end of the show, **pick up a "Bill of Lading" form, shipping labels and Small Shipment Description form** from the exhibitor service desk. Shipments going to multiple destinations require a separate Bill of Lading for each shipment.
2. While at the trade show, see the UPS Freight representative to **make arrangements to use the *Fast Track* shipping process** available by using the Official Show Carrier.
3. At the close of the show, apply **shipping labels to each piece and leave all freight pieces in your booth area.**
4. **Complete the Bill of Lading,** particularly the Address portion and all shaded fields. **Note UPS Freight as your carrier and indicate the delivery date needed.**
5. After completing the Bill of Lading, **return it to the exhibitor service desk** before departing from show site.

The following services are available (check the appropriate box):

☐ Truck/Ground Service: 2-5 day service.

☐ Air Freight/Expedited Service: Guaranteed service for time critical shipments.

SMALL SHIPMENT AND/OR PER POUND CHARGES

For shipments weighing 150 pounds or less moving to or from Trade Shows, AND a UPS Freight shipment moving to direct points, the following per shipment and/or per pound charges will apply (some conditions may apply):

Small Shipment Weight Charges*		*Delivered anywhere in the 48 states. Subject to additional fees in some areas. See your UPS representative for complete pricing. Conditions may apply.
	0 to 99 lbs:	$122.50 Per Shipment
	100 to 150 lbs:	$147.50 Per Shipment

Booth# _____ Company Name _____ Card Type: (circle one) Amex Visa Master Card

For your convenience, we will use this authorization to charge your credit card account for shipping and any additional charges that may occur in handling your shipment as required by your Trade Show Representative. I have read the above (initials). _____

Cardholder Name: _____Cardholder Phone: _____

Credit Card Number: _____ Expiration Date_____ CVV#: _____

Credit Card Billing Address: _____

City, State Sip Code: _____

Customer Signature: _____

By signing above, you agree to the terms and conditions as described on this payment form.

For UPS Freight Use Only:

PRO# for this shipment: _____Date of PRO: _____

Name of Show: _____ Authorized Signature: _____

Charge Amount: _____ Date of Transaction: _____

goben
Convention Services

Trade Show & Event Furnishings

v012.1

CUSTOM FURNITURE

www.Gobencs.com

Uptown

LOUNGE

A-1 Sofa, Black Suede
83″L x 32″D x 32″H

A-2 Loveseat, Black Suede
59″L x 32″D x 32″H

A-3 Chair, Black Suede
39″L x 32″D x 32″H

A-4 Bench, Black Suede
61″L x 20″D x 17″H

A-5 Cocktail Table, Nickel & Glass
52″L x 31″D x 19″H

A-6 End Table, Nickel & Glass
26″ Diameter x 22″H

A-7 Corner, Black Suede
33″L x 33″D x 28″H

A-8 Center, Black Suede
31″L x 33″D x 28″H

A-9 Half Ottoman, Black Suede
72″L x 36″D x 18″H

A-10 Cocktail Table, Black & Glass
48″L x 24″D x 17″H

A-11 End Table, Black & Glass
21″L x 21″D x 21″H

A-12 Floor Lamp
Black, 72″H

Newport

B-1 Sofa, Tan Suede
79″L x 34″D x 32″H

B-2 Loveseat, Tan Suede
54″L x 34″D x 32″H

B-3 Chair, Tan Suede
32″L x 34″D x 32″H

B-4 Cocktail Table, Natural
48″L x 24″D x 17″H

B-5 End Table, Natural
24″Diameter x 21″H

B-6 Ottoman, Green Suede
32″L x 19″D x 17″H

B-7 Chair, Green Suede
32″L x 34″D x 32″H

LOUNGE

Laredo

C-1 Sofa, Black Leather
77″L x 34″D x 32″H

C-2 Loveseat, Black Leather
54″L x 34″D x 32″H

C-3 Chair, Black Leather
32″L x 34″D x 32″H

C-6 Table Lamp,
Black & Chrome
22″H

D-4 Cocktail Table
Black Cube
30″L x 30″D x 16″H

D-5 Cocktail Table
Black Cylinder
30″Diameter x 15″H

D-6 End Table
Black Cube
24″L x 24″D x 20″H

South Beach

E-1 Sofa, White
77″L x 34″D x 32″H

E-2 Chair, White
53″L x 34″D x 32″H

E-3 Bench, White
53″L x 27″D x 16″H

E-4 Sofa, Red
77″L x 34″D x 32″H

E-5 Chair, Red
53″L x 34″D x 32″H

E-6 Bench, Red
53″L x 27″D x 16″H

E-7 Square Cocktail
White & Chrome
31″L x 31″D x 15″H

E-9 End Table
White & Chrome
20″L x 20″D x 19″H

E-10 White Cube
With Optional Multi Plug Charging Station
20″L x 20″D x 20″H

Barcelona

F-1 Chair, Red Barcelona
31″L x 35″D x 33″H
F-2 Ottoman, Red Barcelona
24″L x 24″D x 17″H

F-3 Chair, White Barcelona
31″L x 35″D x 33″H
F-4 Ottoman, White Barcelona
24″L x 24″D x 17″H

F-5 Chair, Black Barcelona
31″L x 35″D x 33″H
F-6 Ottoman, Black Barcelona
24″L x 24″D x 17″H

Melrose

G-1 Sofa, Red Swirl
78″L x 41″D x 30″H

G-2 Chair, Red Swirl
40″L x 36″D x 30″H

G-3 Bench, Red Swirl
61″L x 21″D x 17″H

Monte Carlo

H-1 Black Leather Sectional Loveseat
50″L x 38″D x 29″H

H-2 Black Leather Sectional Corner
40″L x 40″D x 29″H

H-3 White Leather Sectional Loveseat
50″L x 38″D x 29″H

H-4 White Leather Sectional Corner
40″L x 40″D x 29″H

H-5 White & Chrome Modern Sofa
72″L x 31″D x 26″H

H-6 White & Chrome Modern Chair
35″L x 32″D x 27″H

LOUNGE

Contempo

I-1 Curved Sofa, White Leather
71″L x 34″D x 30″H

I-2 Curved Bench, White Leather
71″L x 34″D x 30″H

I-3 Round Ottoman, White Leather
40″L x 40″D x 17″H

I-4 Curved Sofa, Black Leather
71″L x 34″D x 30″H

I-5 Curved Bench, Black Leather
71″L x 34″D x 30″H

I-6 Round Ottoman, Black Leather
40″L x 40″D x 17″H

I-10 Da Vinci White & Chrome
Folding Sofa
74″L x 35″D x 36″H
Flat - 74″L x 48″D x 18″H

I-7 Cocktail Table, Chrome & Glass
45″L x 32″D x 18″H

I-8 End Table, Chrome & Glass
25″Diameter x 21″H

J-1B Black
Dynamic Chair
23″L x 24″D x 32″H

J-2G Green
Dynamic Chair
23″L x 24″D x 32″H

J-2O Orange
Dynamic Chair
23″L x 24″D x 32″H

J-4W White
Dynamic Chair
23″L x 24″D x 32″H

SEATING

K-12 Stage Chair
Mocha Leather
28″L x 26″D x 32″H

K-13 Black Tub Chair
25″L x 25″D x 33″H

I-9 Glove Chair
White Leather & Chrome
30″L x 30″D x 32″H

K-15 Black Tulip Chair
22″L x 19″D x 36″H

J-10 White Cube
18″L x 18″D x 17″H

J-11 Black Leather Cube
18″L x 18″D x 18″H

G-4 LED Glow Cube
Adjustable Colors
20″L x 20″D x 20″H

TABLES & SEATING

L-7W Table, White & Chrome
30″Diameter Top x 29″H

L-9WL Anaheim Chair
White Leather
18″L x 20″D x 36″H

L-9W White & Chrome Chair
16″L x 18″D x 31″H

M-5 Tall Bar Table
White & Chrome
30″ Diameter x 42″H

M-6 Curve Bar Stool
White & Chrome
17″L x 18″D x 35″H

M-14 Crescent Stool
White & Chrome
22″L x 19″D x 40″H

L-12W White & Chrome
Bar Stool
16″L x 18″D x 42″H

L-18 White & Chrome Swivel Stool
15″L x 15″D x 25″-33″H

L-18B White Chrome Swivel
Stool (With Back)
23″L x 17″D x 42″H

L-19 Black & Chrome Swivel Stool
15″L x 15″D x 25″-33″H

L-20 Table, Chrome
30″Diameter Top x 29″H

L-21 Chrome Chair
24″L x 18″D x 29″H

L-22 Tall Bar Table, Chrome
28″Diameter x 42″H

L-23 Chrome Bar Stool
20″L x 16″D x 39″H

TABLES & SEATING

Table, Black
K-1 24″Diameter Top x 29″H
K-2 30″Diameter Top x 29″H
K-3 36″Diameter Top x 29″H
K-4 42″Diameter Top x 29″H

K-5 Black Euro Chair
22″L x 23″D x 28″H

K-6 Jet Black Chair
16″L x 18″D x 31″H

Tall Bar Table, Black
K-7 24″Diameter Top x 42″H
K-8 30″Diameter Top x 42″H
K-9 36″Diameter Top x 42″H

K-10 Black Bar Stool
21″L x 20″D x 41″H

K-11 Jet Black Bar Stool
16″L x 18″D x 42″H

Table, Maple & Chrome
L-1 30″Diameter Top x 29″H
L-2 36″Diameter Top x 29″H

L-3 Maple & Chrome Chair
16″L x 18″D x 31″H

Tall Bar Table
Maple & Chrome
L-4 30″Diameter Top x 42″H
L-5 36″Diameter Top x 42″H

L-6 Maple & Chrome
Bar Stool
16″L x 18″D x 42″H

Table, Black & Chrome
L-7 30″Diameter Top x 29″H
L-8 36″Diameter Top x 29″H

L-9 Black & Chrome Chair
16″L x 18″D x 31″H

Tall Bar Table
Black & Chrome
L-10 30″Diameter Top x 42″H
L-11 36″Diameter Top x 42″H

L-12 Black & Chrome
Bar Stool
16″L x 18″D x 42″H

TABLES & SEATING

L-14 Table, Black & Glass
42" Square Top
(Rounded Corners) x 29"H

L-15 Table, Chrome & Glass
36"Diameter Top x 29"H

L-17 Tall Bar Table, Chrome & Glass
28"Diameter x 42"H

M-1 Chair, Black & Blue
20"L x 20"D x 32"H

M-2 Bar Stool, Black & Blue
20"L x 22"D x 45"H - Swivel

M-3 Chair, Black & Red
20"L x 20"D x 32"H

M-4 Bar Stool, Black & Red
20"L x 22"D x 45"H - Swivel

Gelato Table
24"Diameter x 31" to 40" Adjustable Height
M-7 White
M-8 Grey
M-9 Black

Scoop Chair
17"L x 22" to 33" Adjustable Height
M-10 Red
M-11 Grey
M-12 Black
M-13 White

Pedestal, Black
N-1 12″L x 12″D x 30″H
N-2 12″L x 12″D x 36″H
N-3 12″L x 12″D x 42″H

Pedestal, Grey
N-4 12″L x 12″D x 30″H
N-5 12″L x 12″D x 36″H
N-6 12″L x 12″D x 42″H

Pedestal, Black
N-7 18″L x 18″D x 36″H
N-8 18″L x 18″D x 42″H

Pedestal, Grey
N-9 18″L x 18″D x 36″H
N-10 18″L x 18″D x 42″H

Pedestal, White
N-15 18″L x 18″D x 36″H
N-16 18″L x 18″D x 42″H

N-11 Pedestal, Black
24″L x 24″D x 42″H

N-12 Pedestal, Grey
24″L x 24″D x 42″H

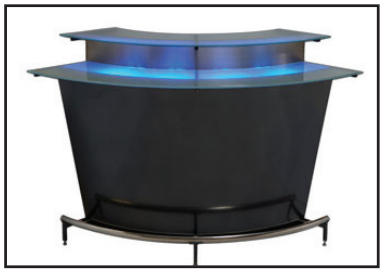
N-13 Black Pedestal
Storage Kiosk with sliding Tray &
Locking Door
24″L x 24″D x 42″H

N-14 White Pedestal
Storage Kiosk with sliding Tray &
Locking Door
24″L x 24″D x 42″H

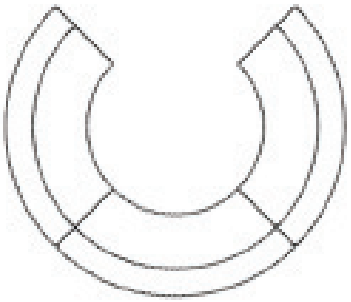
E-10 White Cube
With Optional Multi Plug Charging Station
20″L x 20″D x 20″H

BARS AND RECEPTION COUNTERS

O-1 Martini Bar
50″L x 50″D x 47″H



O-2 Martini Bar with colored lighting option.
No Electric Required



Suggested Layout (3 Bars)

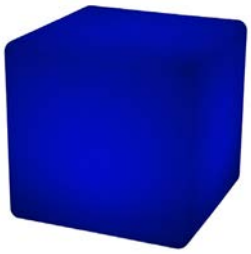
O-3 Cosmopolitan Bar
72″L x 27″D x 42″H

O-4 Cosmopolitan Bar with colored lighting option. Electric Required

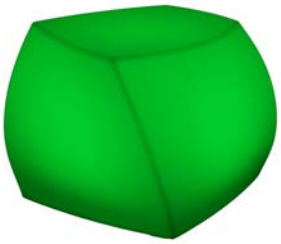
O-5 Reception Counter
48″L x 16″D x 42.5″H

O-6 Contour Reception Counter with Literature Holder - Black
45″L x 21″D x 41″H

O-7 Contour Reception Counter with Literature Holder - Grey
45″L x 21″D x 41″H



G-4 LED Glow Cube
20″L x 20″D x 20″H



G-5 LED Glow Twisted Cube
22″L x 22″D x 17″H

LED GLOW Furniture with Adjustable Colors

G-6 LED Glow Fluted Bar Table
26″L x 26″D x 43″H

G-7 LED Glow Pedestal
12″L x 12″D x 38″H

G-8 LED Glow Cylinder Pedestal
15″Dia. x 38″H

G-9 LED Glow Curve Bar
64″L x 23″D x 42″H

G-10 LED Glow Straight Bar
48″L x 19″D x 42″H

CONFERENCE TABLES

Conference Table, Maple
P-1 6 Ft.- 72″L x 36″D x 29″H
P-2 8 Ft.- 96″L x 48″D x 29″H

Conference Table, Mahogany
P-3 6 Ft.- 72″L x 36″D x 29″H
P-4 8 Ft.- 96″L x 48″D x 29″H
P-5 10 Ft.- 120″L x 48″D x 29″H

Conference Table, Honey Oak
P-6 6 Ft.- 72″L x 36″D x 29″H
P-6C 8 Ft.- 96″L x 36″D x 29″H

Conference Table, Black Oval
P-7 6 Ft.- 72″L x 36″D x 29″H
P-8 8 Ft.- 96″L x 48″D x 29″H
P-9 10 Ft.- 120″L x 48″D x 29″H

Conference Table, Grey Oval
P-10 6 Ft.- 72″L x 36″D x 29″H
P-11 8 Ft.- 96″L x 48″D x 29″H

Conference Table, Black & Glass
P-12 5 Ft.- 60″L x 36″D x 29″H

P-13 Chrome Table, Frosted Glass
53″L x 33″D x 29″H

P-14 Table, Honey Oak Round
42″Diameter Top x 29″H

P-15 Table, Mahogany Round
42″Diameter Top x 29″H

P-16 Conference Table, White
79″L x 36″D x 30″H

T-20 6.5’ Montego Table
78”L x 35”D x 30”H

T-21 Montego Chair
20”L x 21”D x 34”H

CONFERENCE CHAIRS

Q-1 Leather Executive
25″L x 28″D x 43″H

Q-2 Mesh Executive
28″L x 23″D x 38″H

Q-3 White Leather Izzo
25″L x 28″D x 42″H

Q-4 Black Leather Izzo
25″L x 28″D x 42″H

Q-5 Black Jr. Executive
24″L x 25″D x 38″H

Q-6 Grey Jr. Executive
24″L x 25″D x 38″H

Q-7 Black Sled
24″L x 24″D x 32″H

Q-8 Grey Sled
24″L x 24″D x 32″H

Q-9 Black & Chrome Breuer
19″L x 23″D x 31″H

Q-10 Grey & Chrome Breuer
19″L x 23″D x 31″H

Drafting Stool
20″L x 23″D x 51″H Seat Height: 23″-33″
Q-11 Black
Q-12 Grey

Secretarial Chair
20″L x 23″D x 36″H Seat Height: 16″-21″
Q-13 Black
Q-14 Grey

ACCESSORIES

O-8 Tall Computer Table
36″L x 30″D x 42″H

O-9 Computer Table
48″L x 30″D x 30″H

O-10 Parson Desk
48″L x 24″D x 29″H

O-11 Refrigerator
20″L x 20″D x 34″H

O-12 Coat Rack
21″ Square Base x 68″H

O-13 Free Standing Mirror, Black
15″L x 71″H

O-14 Literature Stand,
6 Pocket
10″L x 9″D x 64″H

O-15 Literature Stand,
Silver Folding
11″L x 15″D x 60″H

O-16 Literature Stand,
Black Folding
11″L x 15″D x 60″H

iPad Stand
41″H x 14″Dia. Base
O-18 White
O-19 Black

R-1 Etagere, Black (Glass Shelves)
30″L x 14″D x 67″H

R-2 Etagere, Chrome (Glass Shelves)
30″L x 14″D x 67″H

Bookcase, 48″
36″L x 12″D x 48″H
R-3 Grey
R-4 Black

Bookcase, 72″
36″L x 12″D x 72″H
R-5 Grey
R-6 Black

Filing Cabinet, 2-Drawer
15″L x 25″D x 29″H
R-7 Grey
R-8 Black

R-9 Filing Cabinet, Black 4-Drawer
15″L x 25″D x 52″H

Storage Cabinet, 42″
36″L x 18″D x 42″H
R-10 Grey
R-11 Black

R-12 Storage Cabinet, Black 72″
36″L x 18″D x 72″H

S-1 Desk, Natural & Black
60″L x 30″D x 29″H

S-2 Credenza, Natural & Black
60″L x 20″D x 29″H

S-3 Desk, Honey Oak
60″L x 30″D x 29″H

S-4 Credenza, Honey Oak
66″L x 20″D x 29″H

S-5 Desk, Mahogany
60″L x 30″D x 29″H

S-6 Credenza, Mahogany
60″L x 20″D x 29″H

S-7 Desk, Grey
60″L x 30″D x 29″H

S-8 Credenza, Grey
60″L x 20″D x 29″H

Goben Custom Furniture

v015.1_425

A-1	Black Suede Sofa	$425
A-2	Black Suede Loveseat	$385
A-3	Black Suede Chair	$270
A-4	Black Suede Bench	$241
A-5	Nickel/Glass Ckt Table	$178
A-6	Nickel/Glass End Table	$161
A-7	Black Suede Corner	$270
A-8	Black Suede Armless	$270
A-9	Blk/Half Round Ottoman	$339
A-10	Black/Glass Ckt Table	$178
A-11	Black/Glass End Table	$161
A-12	Black Floor Lamp	$86
B-1	Tan Suede Sofa	$425
B-2	Tan Suede Loveseat	$385
B-3	Tan Suede Chair	$270
B-4	Natural Ckt Table	$178
B-5	Natural End Table	$161
B-6	Green Suede Ottoman	$150
B-7	Green Suede Chair	$270
C-1	Black Leather Sofa	$425
C-2	Black Leather Loveseat	$385
C-3	Black Leather Chair	$270
C-6	Black/Chrome Lamp	$86
D-4	Black Cube Ckt Table	$184
D-5	Black Round Ckt Table	$184
D-6	Black Cube End Table	$167
E-1	White Southbeach Sofa	$512
E-2	White Southbeach Chair	$328
E-3	White Southbeach Bench	$241
E-4	Red Southbeach Sofa	$512
E-5	Red Southbeach Chair	$328
E-6	Red Southbeach Bench	$241
E-7	White Square Ckt Table	$172
E-9	White End Table	$161
E-10	White Cube End / Charger	$225
F-1	Barcelona Chair Red	$362
F-2	Barcelona Ottoman Red	$184
F-3	Barcelona Chair White	$362
F-4	Barcelona Ottoman White	$184
F-5	Barcelona Chair Black	$362
F-6	Barcelona Ottoman Black	$184
G-1	Red Swirl Melrose Sofa	$512
G-2	Red Swirl Melrose Chair	$328
G-3	Red Swirl Melrose Bench	$241
G-4	LED Glow Cube	$185
G-5	LED Glow Twist Cube	$195
G-6	LED Fluted Bar Table	$245
G-7	LED Glow Pedestal	$235
G-8	LED Cylinder Pedestal	$235
G-9	LED Glow Curve Bar	$975
G-10	LED Glow Straight Bar	$875
H-1	Black Sectional Loveseat	$448
H-2	Black Sectional Corner	$328
H-3	White Sectional Loveseat	$448
H-4	White Sectional Corner	$328
H-5	Wht/Chrm Modern Sofa	$475
H-6	Wht/Chrm Modern Chair	$275
I-1	White Curve Sofa	$489
I-2	White Curve Bench	$316
I-3	White Round Ottoman	$241
I-4	Black Curve Sofa	$489
I-5	Black Curve Bench	$316
I-6	Black Round Ottoman	$241
I-7	Chrome/Glass Ckt Table	$201
I-8	Chrome/Glass End Table	$178
I-9	Wht/Chrome Glove Chair	$282
I-10	Da Vinci White Sofa	$475
J-1B	Dynamic Black Chair	$144
J-2G	Dynamic Green Chair	$144
J-3O	Dynamic Orange Chair	$144
J-4W	Dynamic White Chair	$144
J-10	White Cube Ottoman	$109
J-11	Black Leather Cube	$109
K-1	24" Black Table	$132
K-2	30" Black Table	$132
K-3	36" Black Table	$150
K-4	42" Black Table	$178
K-5	Black Euro Chair	$120
K-6	Jet Black Chair	$120
K-7	24" Black Tall Bar Table	$172
K-8	30" Black Tall Bar Table	$172
K-9	36" Black Tall Bar Table	$184
K-10	Black Barstool	$150
K-11	Jet Black Bar Stool	$172
K-12	Mocha Stage Chair	$161
K-13	Black Tub Chair	$241
K-15	Black Tulip Chair	$172
L-1	30" Maple Table	$150
L-2	36" Maple Table	$161
L-3	Maple/Chrome Chair	$144
L-4	30" Maple Tall Bar Table	$178
L-5	36" Maple Tall Bar Table	$184
L-6	Maple/Chrome Bar Stool	$172
L-7	30" Black/Chrome Table	$138
L-7W	30"White/Chrome Table	$138
L-8	36" Black/Chrome Table	$155
L-9	Black/Chrome Chair	$144
L-9W	White / Chrome Chair	$144
L-9WL	White Anaheim Chair	$144
L-10	30" Blk/Chrome Tall Bar Tl	$178
L-11	36" Blk/Chrome Tall Bar Tl	$184
L-12	Black/Chrome Bar Stool	$172
L-12W	White / Chrome Bar Stool	$172
L-14	Black/Glass Table	$155
L-15	Chrome/Glass Table	$150
L-17	Chrome/Glass Tall Bar Tbl	$195
L-18	Wht/Chrome Swivel Stool	$150
L-18B	Wht Swivel Stool w/ Back	$184
L-19	Blk/Chrome Swivel Stool	$150
L-20	30" Chrome Table	$155
L-21	Chrome/Chrome Chair	$144
L-22	30" Chrome Tall Bar Tbl	$184
L-23	Chrome/Chrome Bar Stool	$172
M-1	Blue/Black Chair	$144
M-2	Blue/Black Bar Stool	$172
M-3	Red/Black Chair	$144
M-4	Red/Black Bar Stool	$172
M-5	30" Wht/Chrome Tall Bar	$178
M-6	Whtite Curve Bar Stool	$184
M-7	White Gelato Table	$225
M-8	Grey Gelato Table	$225
M-9	Black Gelato Table	$225
M-10	Red Scoop Chair	$172
M-11	Grey Scoop Chair	$172
M-12	Back Scoop Chair	$172
M-13	White Scoop Chair	$172
M-14	White Crescent Stool	$184
N-1	12x12x30 Black Ped	$172
N-2	12x12x36 Black Ped	$184
N-3	12x12x42 Black Ped	$195
N-4	12x12x30 Grey Ped	$172
N-5	12x12x36 Grey Ped	$184
N-6	12x12x42 Grey Ped	$195
N-7	18x18x36 Black Ped	$207
N-8	18x18x42 Black Ped	$218
N-9	18x18x36 Grey Ped	$207
N-10	18x18x42 Grey Ped	$218
N-11	24x24x42 Black Ped	$230
N-12	24x24x42 Grey Ped	$230
N-13	24x24x42 Black w/ Tray	$316
N-14	24x24x42 White w/ Tray	$316
N-15	18x18x36 White Ped	$207
N-16	18x18x42 White Ped	$218
O-1	Martini Bar	$875
O-2	Martini Bar (w/ Light Kit)	$975
O-3	Cosmopolitan Bar	$857
O-4	Cosmo Bar (w/ Light Kit)	$975
O-5	Reception Counter	$236
O-6	Black Contour Reception	$385
O-7	Grey Contour Reception	$385
O-8	42"h Computer Table	$225
O-9	30"h Computer Table	$201
O-10	Parson Desk	$225
O-11	Refrigerator	$201
O-12	Coat Rack	$115
O-13	Black Mirror	$150
O-14	Literature Stand	$126
O-15	Silver Folding Lit. Stand	$167
O-16	Black Folding Lit. Stand	$167
O-18	Ipad Stand - White	$126
O-19	Ipad Stand - Black	$126
P-1	6' Maple Conf. Table	$351
P-2	8' Maple Conf. Table	$397
P-3	6' Mahogany Conf. Tbl	$351
P-4	8' Mahogany Conf. Tbl	$397
P-5	10' Mahogany Conf. Tbl	$569
P-6	6' Honey Oak Conf. Tbl	$351
P-6C	8' Honey Oak Conf. Tbl	$475
P-7	6' Black Conf. Table	$333
P-8	8' Black Conf. Table	$397
P-9	10' Black Conf. Table	$569
P-10	6' Grey Conf. Table	$333
P-11	8' Grey Conf. Table	$374
P-12	36x60 Glass Table	$316
P-13	Frosted Glass Table	$443
P-14	42"Dia. Honey Table	$241
P-15	42" Dia. Mahogany Table	$241
P-16	6.5' White Conf. Table	$545
Q-1	Leather Executive Chair	$225
Q-2	Mesh Executive Chair	$225
Q-3	Wht/Leather Exec Chair	$276
Q-4	Blk/Leather Exec Chair	$276
Q-5	Blk Jr. Executive Chair	$190
Q-6	Grey Jr. Executive Chair	$190
Q-7	Black Sled Chair	$161
Q-8	Grey Sled Chair	$161
Q-9	Blk Chrome Breuer Chair	$144
Q-10	Gry Chrome Breuer Chair	$144
Q-11	Black Drafting Stool	$172
Q-12	Grey Drafting Stool	$172
Q-13	Black Secretarial Chair	$144
Q-14	Grey Secretarial Chair	$144
R-1	Black Etagere	$184
R-2	Chrome Etagere	$184
R-3	48" Grey Bookcase	$150
R-4	48" Black Bookcase	$150
R-5	72" Grey Bookcase	$172
R-6	72" Black Bookcase	$172
R-7	2-Dr Grey File Cabinet	$126
R-8	2-Dr Black File Cabinet	$126
R-9	4-Dr Black File Cabinet	$150
R-10	42" Grey Storage Cabinet	$150
R-11	42" Black Storage Cabinet	$150
R-12	72" Black Storage Cabinet	$184
S-1	Natural/Black Desk	$356
S-2	Natural/Black Credenza	$328
S-3	Honey Executive Desk	$356
S-4	Honey Credenza	$328
S-5	Mahogany Desk	$356
S-6	Mahogany Credenza	$328
S-7	Grey Executive Desk	$356
S-8	Grey Credenza	$328
T-20	Montego Conf.Table	$632
T-21	Montego Chair	$178

AAMGA 89th Annual Meeting Trade & Vendor Show

Discount Price Deadline Date: **Friday, May 1, 2015** | EXHIBITOR SERVICE KIT

Please check specific order form for various order dates on Floral, Labor and Material Handling

goben Convention Services

1600 33rd St, Unit 102
Orlando, Florida 32839
T. 407.872.2223 F. 407.872.8644
orders@gobencs.com

Custom Furniture Order Form

Exhibiting Company:	
Booth:	

Item #	Qty	Description	Discount	Standard	Total

Note

- Orders received within 14 days of the event are subject to a 25% late fee
- 25% cancellation will apply for all orders cancelled 7 days prior to event opening.
- 100% cancellation will be applied to if cancelled on day of delivery.
- All show site orders will be subject to availability & a 25% service charge.

Charges listed include delivery to your booth and removal at the close of show. If you are looking for furnishings that are not listed please give Goben Convention Services a call for pricing and availability.

All ordered furnishings and accessories are rentals, not considered sales as they must be returned at the end of show.

THIS FORM MUST BE ACCOMPANIED BY: CREDIT CARD BILLING CARD AUTHORIZATION or the THIRD PARTY CREDIT CARD BILLING FORM. ORDERS WITHOUT PAYMENT CANNOT BE PROCESSED.

Furnishings Subtotal:	
Misc:	
Subtotal:	
Sales Tax: 6%	
Furnishings Total:	

GAYLORD NATIONAL®
RESORT & CONVENTION CENTER
on the Potomac

RULES AND REGULATIONS FOR EXHIBITS AND DISPLAYS

Fax or Mail to: Gaylord National Resort & Convention Center
Attn: Exhibit Service Department
201 Waterfront Street National Harbor Md. 20745
Office: (301)-965-3710
Fax: (301)-965-3797

- A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Maryland State Sales Tax (6%) will be applied to all equipment & service orders. *Checks and cash are not accepted.*
- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- In accordance with the Prince Georges County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- The Gaylord National Resort and Convention Center has deployed a wireless management system in its exhibit halls that assists Gaylord National IT representatives with the delivery of flawless high speed internet access. The use of any UNORDERED wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless access point device, not provided by Gaylord National Resort and Convention Center, without prior authorization. See the "Information Technology Terms, Conditions & Regulations" and "Network & Telecommunication Services" forms enclosed in this service kit for additional information as well as ordering procedure and pricing.
- Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.
- Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- Stick-on decals (except name tags) may not be distributed or used in the convention center.
- Holes may not be drilled or punched into any surface in the convention center.
- The painting of exhibits or signs is not allowed anywhere inside the convention center.
- Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any surface in the convention center.
- Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted. Any balloons that end up in the ceiling area will be removed at $25.00 per balloon with a $100.00 minimum charge.
- Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the Official contractor to remove **ALL** tape from the floor at the end of the event.
- The hotel reserves the right to purchase, prepare and provide all food and beverage items.

- Cooking permit must be obtained before any cooking activity is permitted within the convention center. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Prince Georges County Health and fire Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.

- Permission to cook any food within the exhibit area must have prior approval by the Gaylord National Event Manager The use of "Day tanks" bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- Vehicles that are used as part of a display should have no more than a 1/4 tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- Covered or multi-leveled booths over 300 sq. ft are required to have an automatic extinguishing system or required fire watch personnel. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Engineered approved Scaled, stamped plans of the booth must be submitted to the Gaylord National. Cost of fire watch personnel is determined by Prince Georges County Fire and Rescue. Contact Exhibit Services for additional information.
- Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Prince Georges county Fire and Rescue Services.
- **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord National Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact the business center at Gaylord National. Please call your Official Service Contractor with any shipping questions.

GUIDELINES FOR ALL CARPETED AREAS

The following policy and procedure will be in effect for all areas of the hotel with existing carpet.

- Gaylord National does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to "Move-In Condition". All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor's double-face tape be applied to the low tack tape.

GAYLORD NATIONAL®
RESORT & CONVENTION CENTER
on the Potomac

AAMGA
American Association of Managing General Agents

ELECTRICAL/UTILITY SERVICES

FAX OR MAIL TO: Gaylord National Resort & Convention Center
201 Waterfront St. National Harbor Md. 20745
Office: 301-965-3710
Fax: 301-965-3797
For Inquires: GNExhibits@gaylordhotels.com

EVENT NAME AAMGA SHOW DATE MAY 17-20, 2015

COMPANY NAME _____ BOOTH# _____

ADVANCE PRICE DEADLINE IS MAY 3, 2015

Electrical Packages		ADVANCE PRICE	STANDARD PRICE	QTY	AMOUNT
Package A	**5 amp 120 volt with an Extension cord and a 6 outlet Multistrip**	**$150.00**	**$190.00**		
Package B	**20 amp 120 volt with an Extension cord and a 6 outlet Multistrip**	**$225.00**	**$255.00**		

VOLTS	MAX WATTS	CIRCUIT AMPS	PHASE	ADVANCE PRICE	STANDARD PRICE	QTY	AMOUNT
EACH UNIT OF POWER COMES WITH ONE OUTLET							
120	500	5	Single	$125.00	$160.00		$
120	2,000	20	Single	$200.00	$225.00		$
208	3,300	20	Single	$300.00	$350.00		$
208	5,700	20	Three	$400.00	$475.00		$
208	5,000	30	Single	$410.00	$490.00		$
208	8,600	30	Three	$550.00	$655.00		$
208	9,900	60	Single	$700.00	$840.00		$
208	17,000	60	Three	$1,100.00	$1,300.00		$
100, 200 & 400 amps are available. Please call for a quote 301-965-3710							
1 Outlet Extension-cord. RENTAL ONLY					$25.00		$
6 Outlet Multi-strip. RENTAL ONLY					$15.00		$
Compressed Air: Hotel supplies 3/4",1/2",1/4" quick release female connection. 80-100 PSI 125 CFM					$300.00		$
Water: Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors. (Not available in Ballrooms)					$300.00		$
Drainage: Available depending on booth location. A pump may be required at an additional cost. (Not available in Ballrooms)					$200.00		$
One time fill and drain. Maximum of 50 gallons					$300.00		$
Transformer Rental					$150.00		$
Special Orders							$

Credit Card: Visa ☐ MasterCard ☐ Am Express ☐ Discover ☐ Diners Club ☐

Card # _____

Email Address: _____ Exp. Date: _____
PLEASE PRINT

Signature: _____ Phone #: _____

SCALED FLOOR PLANS
A scaled floor plan showing the requested location(s) of the power/engineering drop(s) must accompany your order. If a drawing is not provided, Gaylord National will install the service in the most convenient location and charges will apply for relocation.

ELECTRICAL LABOR
Labor rates apply:
Special power requirements, such as overhead power, wiring of the booth, foreign connections, outdoor displays etc. These will be subject to time and materials.

LABOR RATES
Mon–Fri 8:00 am – 5:00 pm
$90.00 /hr
All other times $160.00
Labor and materials will be charged to the credit card on file.

ELECTRICAL/ENGINEERING CONNECTIONS
There will be a 15% installation and removal assessment on all orders except for labor charges.

Unless a floor plan is included, all power will be installed to the booth in the most convenient manner.
Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services

Receipts:
Are available after the show close through
GNExhibits@gaylordhotels.com
Please include the show name and booth #.
24 hour service

CHARGES:	$
Installation & Removal (15%):	$
SUBTOTAL:	$
Tax (6%):	$
Labor	At show site
TOTALL:	$

GAYLORD NATIONAL®
RESORT & CONVENTION CENTER
on the Potomac

INFORMATION TECHNOLOGY TERMS CONDITIONS & REGULATIONS

Fax or Mail to: Gaylord National Resort & Convention Center
Attn: Telecommunication Department
201 Waterfront Street National Harbor Md. 20745
Office: (301)-965-2506
Fax: (301)-965-3797

Gaylord National Resort and Convention Center Information Technology Terms, Conditions and Regulations

GENERAL:

- Installation of telephone, telecommunications, network and cabling services within the Gaylord National Resort and Convention Center is exclusive. Telecommunication services (voice and data) are to be ordered by each exhibitor separately and are not to be shared with other exhibitors. Routine audits are preformed to ensure adherence.

- All prices are for rental of services only. Material and equipment furnished by the Gaylord National Resort and Convention Center for telecommunication services shall remain the property of the Gaylord National Resort and Convention Center's unless otherwise specified, and shall be returned to the Gaylord National Resort and Convention Center's Exhibitor Service desk at the close of show. There will be a $250.00 charge for lost or damaged telephone sets and a $250.00 charge for lost or damaged network equipment. The Gaylord National Resort and Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.

- Under no circumstances shall anyone other than the Gaylord National Resort and Convention Center's Information Technology technicians make any special wiring within the resort property. Only the Gaylord National Resort and Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.

- Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed to the second floor Data Center. All circuit installs must be coordinated with the Gaylord National Resort and Convention Center's Information Technology group at least 9 weeks in advance of show date.

- All exhibitor telephone and network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.

- Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials will be charged for precise placement of communication services. Additional labor charges will be required for relocating service after installation. The Gaylord National Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring voice or data services to a booth.

- Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in ½ hour increments (minimum charge is ½ hour). Labor rate is $100.00/hour (advanced -- scheduled) and $175.00/hour (standard -- non-scheduled).

- Notification of cancellation must be received in writing a minimum of five (5) days prior to the scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. The Gaylord National Resort and Convention Center will resolve disputes in a timely manner.

NETWORK | INTERNET | WIRELESS:

- The network connections provided by Gaylord National Resort and Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies. The services being provided by Gaylord National Resort and Convention Center will facilitate communications between the Gaylord National Resort and Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord National Resort and Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
- Users of Gaylord National Resort and Convention Center services shall not disrupt any of the Gaylord National Resort and Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Gaylord National Resort and Convention Center or other associated networks. Gaylord National Resort and Convention Center services shall not be used to transmit any communication where the meaning of the message, or it's transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.

- Gaylord National Resort and Convention Center reserves the right to troubleshoot with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord National Resort and Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities. After disconnection, isolation and quarantine assistance will be given.

- All devices for which the Gaylord National Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord National Resort and Convention Center assigned IP address. At no time, while connected to Gaylord National Resort and Convention Center network, will the customer use run their own DHCP server. Physical layer network audits are preformed to ensure adherence.

- The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10/100Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.

Wireless Specific (802.11a,b,g): The Gaylord National Resort and Convention Center has deployed an 802.11a/b/g wireless management system in its meeting facility. This management system assists Gaylord

National IT representatives with the delivery of flawless high speed internet access. The use of any unsecured wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord National Resort and Convention Center without prior authorization. If you plan on using any 802.11a/b/g wireless device, please contact the Gaylord National IT department at 301-965-2506 and provide your access point SSID and the total number of devices you plan on connecting to your access point. Failure to do so will result in automatic suppression of your access point rendering your wireless devices incapable of communications.

Internet Performance Disclaimer: Gaylord National Resort and Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. The Gaylord National Resort and Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a DS3 (45mbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location on property.

Internet Security Disclaimer: Gaylord National Resort and Convention Center does not provide security, such as but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord National Resort and Convention Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.

GAYLORD NATIONAL®
RESORT & CONVENTION CENTER
on the Potomac

NETWORK & TELECOMMUNICATION SERVICES
GAYLORD NATIONAL RESORT & CONVENTION CENTER

Information Technology Department
201 Waterfront St National Harbor Md. 20745
Fax: 301.965.2598
Email IT questions to: Aaron.Harley@Gaylordhotels.com

AAMGA
American Association of Managing General Agents

Event Name: AAMGA Event Dates: MAY 17-20, 2015

Company Name: _____ Booth Number: _____

Contact Name: _____ Contact Number: _____

Email Address: _____

Ordering Instructions ADVANCED PRICING DEADLINE IS MAY 3, 2015

1. **Fax a layout of your booth to 301-965-2598.** **Please mark where your wired connections should be dropped and located. We cannot process your order without a diagram.** Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price
2. All equipment and services are subject to a 6% sales tax.
3. NETWORK & TELECOMMUNICATIONS CONNECTIONS - Rates quoted for voice and data connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or the routing of cables inside the booth area. All telecommunication services installed will be on the floor in the back of the booth for in-line booths. Telecommunications for island booths will come from the ceiling or pillars, in the most convenient manner.

	QTY	Advance Rate	Standard Rate	Total
Wireless Internet Access				
Wireless Internet (1st Device)	_____	$800.00	$1,100.00	_____
Additional Connection	_____	$250.00	$300.00	_____
Please choose a User ID:_____				
Please choose a Password:_____				
High-Speed Internet Access				
Please note any customer switch or access point attached to these lines that has not been pre-approved will result in service cancellation.				
Wired Internet Access (1st Device)	_____	$1,300.00	$1,500.00	_____
Additional Connection	_____	$300.00	$350.00	_____
Additional Device (Customer Provided Switch/NAT)	_____	$250.00	$300.00	_____
Dedicated Internet Access – Dedicated Private VLAN				
1.5 Mb/sec	_____	$2,500.00	$3,900.00	_____
3.0 Mb/sec	_____	$5,000.00	$6,500.00	_____
6.0 Mb/sec	_____	$7,500.00	$11,000.00	_____
Static Public IP Address	_____	$350.00	$400.00	_____
Telecommunication (Telephone) Services				
Standard DID telephone/fax/modem line	_____	$325.00	$350.00	_____
Polycom (speakerphone)	_____	$250.00	$350.00	_____
Standard Desk Telephone	_____	$30.00	$40.00	_____
Labor - Troubleshooting / Move / Change	_____	$100.00	$150.00	_____

Charges: $ _____
Subtotal: $ _____
6% Tax: $ _____
TOTAL: $ _____

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Event Credit Card Authorization Form

This form has been created in order to allow you to have event expenses charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to Trinetra Rawls at 301.965.2598.

FOR SECURITY reasons, Marriott International conforms to all Payment Card Industry (PCI) standards.

CARDHOLDER INFORMATION - Required

Name as it appears on the credit/debit card: _____

Card Type: ☐ Visa ☐ MC ☐ Amex ☐ Diners/CB ☐ Discover ☐ JCB

Account Type: ☐ Individual - ☐ Debit / ☐ Credit ☐ Corporate - Company Name: _____

Issuing Bank: _____ Phone: _____

Account Number: _____ Exp. Date: _____

Address (statement): _____

City, State, Zip: _____

Phone Number: _____ Fax or Alternate Number: _____

EVENT INFORMATION - Required

Event Name/Title: _____

Event Date(s): _____

I certify that all information is complete and accurate. I hereby authorize the Gaylord National Resort & Convention Center to collect payment(s) for Event listed on this form by processing one or more charges to the credit/debit card listed above. I certify that I am the authorized signer of the credit/debit card listed above.

Cardholder Name: (Printed) _____

Cardholder Signature: _____ Date: _____

Please do not send a photocopy of the front or back of your credit card.
For security reasons, we cannot accept completed forms via email.

Gaylord Confidential and Proprietary Information

GAYLORD NATIONAL®
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on the Potomac

BOOTH LAYOUT

Fax or Mail to: Gaylord National Resort & Convention Center
Attn: Exhibit Service Department
201 Waterfront Street National Harbor Md. 20745
Office: (301)-965-3710
Fax: (301)-965-3797

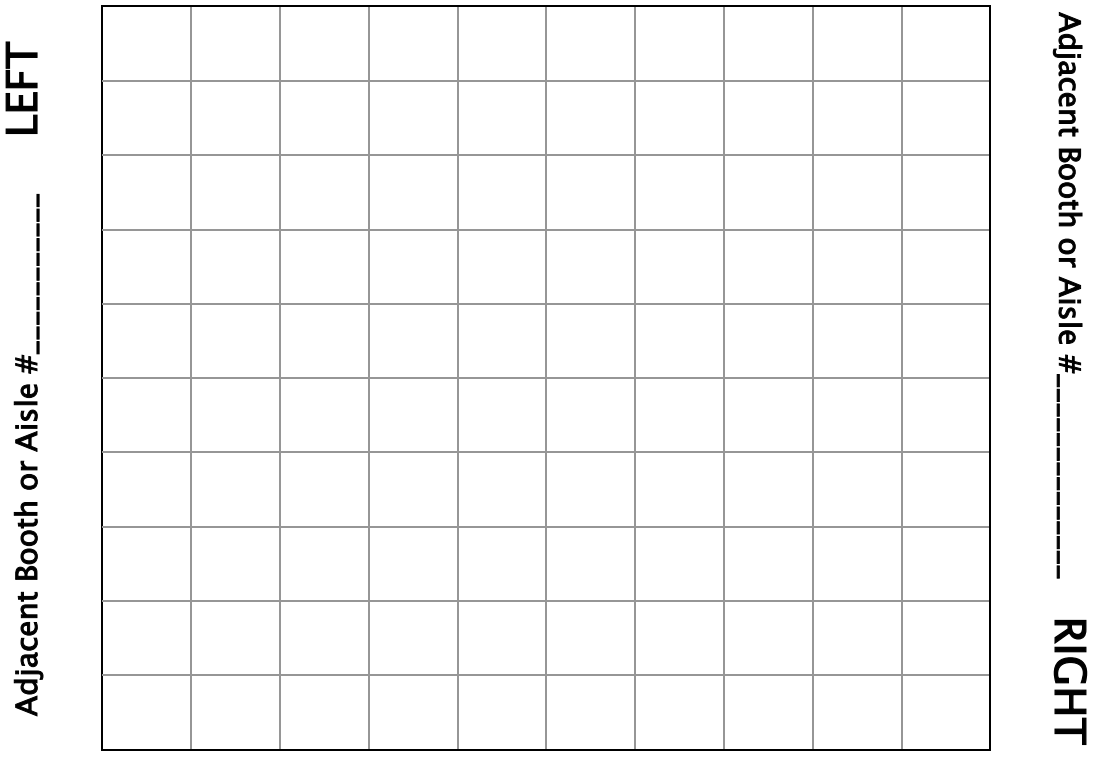
Event Name: _____ Event Dates: _____

Company Name: _____ Booth Number: _____

Contact Name: _____ Contact Number: _____

Please indicate placement of Electrical/Utility and Telecommunication services ordered.

Adjacent Booth or Aisle #_____ BACK



FRONT Adjacent Booth or Aisle #_____

NOTE: Island, Peninsula and In-line booths requiring power to be installed other than the back of the booth will be charged time and materials. Please include a scaled floor plan showing the requested location of electrical source. Labor and materials will be charged to the credit card on file.